



West Meadows Baptist Church (WMBC) is one of 400 Christian churches associated with the North American Baptist Conference. Our mission is to invite people to experience new life with Jesus, by living out His grace, truth and love. Our vision is to be the heart of new life in Lewis Farms through counter-cultural love, vibrant faith, heartfelt hospitality, empowering people, helping others encounter Jesus, and by strengthening communities.

Facility Coordinator Internship

WMBC is seeking to hire a Facility Coordinator intern beginning in May of 2024. It is a flexible, full-time position (35 hours/week) with a wage of \$18/hour. Expect hands-on, valuable facility and building maintenance training & mentoring with experienced church leaders to develop skills & competencies necessary to organize, and plan facility events, as well as building and grounds maintenance schedules. There is opportunity for post-internship employment. No previous employment or specific education necessary.

Qualifications

- 18-30 years old
- High School Education or Equivalent
- In agreement with WMBC's Statement of Faith & committed to Biblical values, precepts & conduct
- Able to comfortably lift a minimum of 50 lbs.
- Available to work flexible hours including some evenings and weekends
- Able to pass a criminal background check & prepared to complete West Meadow's Plan to Protect training & screening

Responsibilities:

- Plan & prepare summer grounds maintenance schedule
- Regular grounds maintenance tasks as assigned
- Facility/maintenance tasks as assigned
- Assist Lead Pastor with setting up and tearing down remaining church calendar events
- Assist in overseeing setup and take down of special events & community outreach events based on WMBC's values (Ex: Canada Day Parade)
- Follow & implement Plan to Protect policies & procedures
- Facility related communication (Ex: e-mails, social media engagement, phone calls)
- Miscellaneous administrative duties, cleaning, organizing
- Meet regularly with Lead Pastor & attend scheduled meetings; contribute as needed
- Other duties as assigned.

If you are interested in this position, please send your resume & cover letter to Zac at zac@westmeadows.org.



Facility Coordinator Internship

ACKNOWLEDGEMENT FOR RECEIPT OF INTERNSHIP JOB DESCRIPTION

I have received and read a copy of the West Meadows Baptist Church job description and understand its contents. My signature certifies that I am accepting and will adhere to the information disclosed in the intern job description.

Intern Name (Please print)

Date

Intern's Signature

Date

Lead Pastor's Signature

Date