Facilities Assistant

Position Summary:
This position helps our facilities team flip the space between CILA and PRC. It involves setup of classrooms and spaces for special events, services and helps with projects as needed around campus.

Position Reports To: Assistant Facilities Manager

Times and Hours: This is an hourly role averaging 10-12 hrs a week. $14.81 - $14.99 per hour.

Supervisory Responsibilities: n/a

Position Duties and Responsibilities:

General Role Responsibilities

- Weekly setup for Colorado International Language Academy (CILA) classrooms and special events
- Weekly setup for Pulpit Rock Church (PRC) events and Sunday services
- Help with various projects around the PRC campus.
- Team with the facilities crew to help maintain the campus
- Other duties as assigned

Qualifications & Required Skills

- Requires good communication
- Ability to follow directions and take the initiative to independently problem solve when necessary.
- Must be diligent about checking in with the other facilities team members on a regular basis.

Typical Weekly Schedule

School Year:

- Wednesday: 4pm-9:30pm Setup for PRC programs & Reset space for CILA
- Friday afternoon/evening 4pm-7pm– reset the space for PRC Sunday programs
- Sunday afternoon/evening1pm-4pm – reset the space for CILA
- Special event setups – times and days of the week vary as needed

Summer:

- Wednesdays and Thursdays from 8am – 4pm
- Help with special projects and events as needed

To apply contact Adria Robinson – arobinson@pulpitrock.com