

Position: Español Worship and Facility/Systems Coordinator

Reports to: Español Campus Pastor

Job Location: Asheville, NC

Position Type: Full-Time, Exempt

Summary of Position: The Español Worship and Facility/Systems Coordinator is responsible for the coordination of all worship at the Español Campus. This position is also responsible for the daily campus operations, building management, and production support at the Campus.

Essential Qualities and Qualifications

- A personal and active relationship with Jesus Christ modeled by a commitment to supporting the vision, leadership and theology of Biltmore Church
- A Christ-like testimony that is displayed inside and outside the workplace
- An expressed passion and calling for serving Jesus in a Kingdom-minded, fast-paced, local church setting
- Prepared to join in membership as an individual/family and make Biltmore Church your home church. Active involvement in a weekly Connect Group with Biltmore Church is expected.
- Demonstrates initiative with an ability to work effectively apart from close supervision
- Ability to prioritize tasks and meet deadlines
- Self-starter who is organized and able to work on multi projects at the same time
- An eye for excellence with a demonstrated ability to improve upon systems and procedures
- Proficient in both written and verbal communication in English and Spanish

Essential Responsibilities

Worship Responsibilities

- Effectively lead worship for weekly Sunday services
- Prepare and maintain tracks for weekly services and manage Planning Center for Español volunteers
- Be effective to recruit, train, motivate and empower volunteers in worship and implement strategic plans for worship

Facility and Systems Responsibilities

- Oversee and maintain the cleanliness of the campus
- Setup for all events and activities based on PCO
- Ensure all Preventative Maintenance is done monthly and or yearly (fire extinguishers, emergency lights, sprinkler testing, backflow testing, medical supplies etc.)
- Maintain weekly controls on HVAC, access control & alarm system for the campus
- Work with the Maintenance Director to troubleshoot facility issues at Campus as they arise
- Have a basic understanding of AVL (audio, visual, lighting) systems in every room of the campus
- Able to operate systems for basic events during the week at the campus
- Assist campus worship pastor and central production team in campus production support, projects, and troubleshooting
- Available to help with Sunday production issues with Kids, Students, and Worship as needed
- Recruit, train, and motivate a volunteer team to help in the operations and production ministry areas
- Attend all Campus team and all staff meetings as assigned
- Sunday morning & Wednesday evening responsibilities as assigned by Campus Pastor
- Other duties as assigned by Campus Pastor, Maintenance Director, or Central Worship Pastor