VINTAGE CHURCH
PASADENA

JOB DESCRIPTION

Facilities & Office Administrator

Reports To: Operations Director

Status: Part-Time

Location: Pasadena

Hours: Monday-Thursday | 9am-2pm

ABOUT THIS ROLE

Vintage Pasadena is looking for a warm, experienced, dependable office/facilities professional to help keep our office and building running smoothly. This is a behind-the-scenes role focused on the everyday details that make a large, active church building work well: walking the building, tracking maintenance needs, coordinating vendors, keeping supplies and records organized, and making sure spaces are clean, prepared, and ready to use.
The role also includes routine office administration and interaction with staff, visitors, tenants, and outside groups.

As Vintage's building operations grow, there may be opportunities for this role to take on additional responsibility over time.

RESPONSIBILITIES

Facilities & Building Operations

- Serve as main point of contact for building and facilities needs
- Conduct weekly facilities walk-throughs; identify, document, and track cleaning, maintenance, and other building needs to completion
- Coordinate maintenance, repairs, building access, and key systems with staff and vendors as needed
- Support building inspections, safety procedures, emergency preparedness, and facility record keeping
- Assist with facility projects and other building-related needs

Office Administration

- Manage general inbox, phones, front door access, calendars; respond to or route inquiries appropriately
- Respond to external space inquiries
- Process mail, banking, paperwork, and administrative records
- Prepare meeting notes and follow-up items as needed
- Support Senior Pastor with basic scheduling and admin needs

Space & Guest Support

- Keep offices, common areas, and event spaces clean, stocked, and ready for use
- Support scheduling and facility logistics for church events, weddings, and other space bookings
- Support tours, move-ins, and other routine needs for tenants and space-sharing partners
- Maintain organized information about space use, supplies, equipment, and facility needs

Other Operational Support

- Maintain simple checklists, schedules, and tracking systems to help ensure tasks are completed.
- Communicate issues clearly and escalate financial, safety, strategic, and property impacts to Operations Director
- Provide practical support to staff within the scope of the role
- Identify opportunities to improve day-to-day operations

WHO WE'RE LOOKING FOR

Our team is highly creative and forward-moving. We're looking for someone who Is grounded, methodical, service-oriented, and comfortable with the steady work of keeping a building and office in order.

- Dependable and consistent – follows through on commitments and takes satisfaction in completing routine work well
- Observant and organized – notices what needs attention, keeps good records, and doesn't let details fall through the cracks
- Works comfortably behind the scenes with staff, vendors, visitors and building partners
- Practical and hands-on – takes satisfaction in keeping physical spaces, systems and details in order
- Uses good judgement - knows what to handle independently and what to escalate
- Enjoys people without needing to be the focus of the job

QUALIFICATIONS

- Experience in office administration, facilities, hospitality, property, or a similar environment
- Proficiency with Microsoft 365 and basic office technology
- Planning Center familiarity a plus
- Property management or commercial building experience a plus, with potential for future growth
- Committed follower of Christ and actively involved in a local church community

To apply, email your resume, cover letter, and MBTI/Enneagram type to jo.chin@vintagepasadena.com