



VINTAGE CHURCH PASADENA

JOB DESCRIPTION

Administrative & Facilities Coordinator

Reports To: Operations Director

Status: Part-Time

Location: Pasadena

Hours: Monday-Thursday | 9am-2pm

ABOUT THIS ROLE

Vintage Pasadena is looking for a warm, organized, practical, and detail-oriented person to help keep our office and building running smoothly. This role combines office administration, facilities coordination, and day-to-day operational support, allowing our ministry team and Operations Director to focus on leadership, ministry, and long-term priorities.

As Vintage's building operations and external space use continue to grow, this role has the potential to develop into a broader property operations position.

RESPONSIBILITIES

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

Facilities & Building Operations

- Serve as main point of contact for building and facilities needs
- Conduct weekly facilities walk-throughs; identify and track cleaning, maintenance, and other building needs
- Act as liaison for vendors, building access, and key systems
- Support building inspections, safety procedures, emergency preparedness, and building record keeping
- Assist with facility projects

Space & Event 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

General Operational Support

- Provide practical support to staff within the scope of the role
- Identify opportunities to improve day-to-day operations
- Maintain simple checklists, schedules, and systems that help the office and building run reliably
- Communicate issues clearly and escalate financial, safety, strategic, and property decisions to the Operations Director

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 energized by structure and steady follow through.

- Notices what needs attention and takes ownership
- Thrives in routine and consistency
- Practical problem-solver who stays calm when plans change
- Strong written/verbal communication and follow-through
- Comfortable interacting with staff, vendors, visitors, and building partners
- Enjoys keeping physical spaces, systems, and details organized
- Handles ambiguity with agility - knows what to handle independently and what to escalate
- Team-first and willing to serve without needing to be at the center

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