We're Hiring! Facilities Manager

Highlands Fellowship | Abingdon, Virginia
Full-Time Position

Help Create Environments Where People Can Experience Life with Jesus!

Do you enjoy working with your hands, solving problems, and keeping things running smoothly? Are you someone who takes pride in caring for facilities and creating welcoming spaces for others?

Highlands Fellowship is looking for a **Facilities Manager** to help care for our Abingdon Campus and surrounding properties!

At Highlands, our buildings are more than facilities. They're places where people gather, find community, grow in their faith, and experience life with Jesus.

About the Role

The Facilities Manager oversees the maintenance, safety, and operational readiness of our Abingdon Campus, Central Offices, and surrounding church properties, while providing occasional support to our Marion Campus.

This hands-on role ensures our buildings, grounds, and equipment are well-maintained, safe, and ready to support ministry.

What You'll Do

- **Maintain our facilities.** Oversee routine maintenance and repairs, including HVAC, plumbing, electrical, lighting, and other building systems.
- **Care for our grounds.** Maintain landscaping, parking lots, sidewalks, and exterior spaces.
- **Keep our buildings ministry-ready.** Prepare, open, and secure facilities for Sunday services, special events, and ministry activities.
- **Coordinate vendors and contractors.** Oversee janitorial services, inspections, snow removal, maintenance contracts, and facility improvement projects.
- **Support safety and security.** Maintain fire safety systems, building access controls, and emergency readiness.
- **Manage equipment and resources.** Care for church vehicles, maintenance equipment, tools, and supplies.

- **Work alongside ministry teams.** Support campus staff, work with volunteers and support ministry activities by helping create safe, welcoming environments.

Who We're Looking For

We're looking for someone who:

- Has a growing relationship with Jesus and a heart for serving others.
- Has experience in facilities management, building maintenance, construction, or a related field.
- Has working knowledge of HVAC, plumbing, electrical, and general building repairs.
- Is dependable, organized, mechanically inclined, and able to troubleshoot problems.
- Takes initiative, manages priorities well, and works independently.
- Communicates effectively and works well with staff, volunteers, and contractors.
- Values safety, stewardship, teamwork, and the mission of Highlands Fellowship.

Experience managing multiple properties and coordinating maintenance projects is preferred.

Schedule: Full-time, including early Sunday mornings (5:00 AM), weekdays, and occasional flexibility for special events or urgent facility needs.

Why Highlands Fellowship?

Our mission is to **help people experience life with Jesus**, and our vision is to **make disciples, love our communities, and change the world.**

Every role on our team contributes to that mission. As Facilities Manager, your work helps create the environments where people encounter Jesus, build relationships, and grow in their faith.

Ready to Make a Difference?

If you love Jesus, enjoy working with your hands, and want to use your skills to make an impact through the local church, we'd love to hear from you!

Apply today and be part of what God is doing through Highlands Fellowship!

HR@hf.church