

Facilities Manager St. Ignatius of Loyola

7810 Cypresswood Dr. Spring 77379

Summary:

The Facilities Manager oversees the maintenance, security, and operational readiness of the Parish's buildings and grounds to ensure a safe and welcoming environment for liturgical celebrations, ministry events, and community activities. This role often balances hands-on technical work with administrative duties such as vendor management, budgeting, and volunteer coordination.

Education/Experience:

- High school diploma or equivalent required.
- 5+ years in facility management or building maintenance preferred.
- Hands-on ability to perform mid-level repairs and use facility management software (e.g., eSPACE or Planning Center).
- Must be able to lift 50+ lbs. and climb ladders.
- Strong attention to detail and organizational skills.
- Ability to work independently and as part of a team.
- Excellent communication and interpersonal skills.
- Reliable, responsible, and punctual.
- Flexibility to work evening, weekend, or holiday shifts, as required.

Contact information to send resume.
searchcommittee@silcc.org