



Epiphany Seattle

Position Title: Campus Care Associate

Status: Part-Time, hourly

Reporting To: Chief of Staff

Residence: A one-bedroom apartment on campus is provided; living on campus is a condition of employment. Utilities and Wi-Fi are included.

Position Overview

The **Campus Care Associate** ensures the safety, security, and hospitable use of Epiphany Parish's facilities. The associate opens and secures church buildings, supports parish events, coordinates with outside groups using the campus, and interacts with vendors handling maintenance and repairs. This person contributes to the mission of Epiphany by offering steady campus presence and proactive oversight.

This part-time position includes a flexible schedule and may be compatible with full-time or part-time employment or study elsewhere. Residence in the on-campus apartment is required.

Key Responsibilities

- **Campus Access & Security**
 - Open designated campus buildings on weekday mornings (generally between 8:00–9:00 a.m.)
 - Conduct nightly security walk-throughs and lock-up at/around 10:00 p.m.
 - Unlock doors for outside groups on weekends as needed

- Maintain general oversight during evenings, nights, early mornings, and other critical times
- **Facility Operations & Maintenance**
 - Be familiar with and monitor emergency systems (fire extinguishers, gas shut-off, sprinklers, water, and power shut-down.) — training provided
 - Be familiar with appliances and other systems such as heating to see that they are functioning properly — training provided
 - Communicate and collaborate regularly with Sexton to assist in prioritizing maintenance tasks
 - Supervise and manage the relationship with the external cleaning service
 - Check Christie House kitchen, Fireside Room kitchen, and Great Hall kitchen every night, and put away dishes and silverware as needed
 - Support basic troubleshooting of building systems and appliances
- **Event & Community Support**
 - Assess and provide A/V support on Sundays, room set-up, clean up, and coffee service for parish events on Sundays, including evensong receptions.
 - Reception and Event Support: Room Set up and beverage service for events and receptions such as Bible studies, Women's and Men's groups, and other events when needed
 - Maintain hospitality areas, wash and fold table linens when needed
 - Organize and restock kitchen and linen supplies
 - Walk campus Sunday mornings to ensure tidiness, security, and proper signage
- **Technology & Media**
 - Assist with A/V set up in the Great Hall for Sunday morning forums when needed
- **Additional Responsibilities**

- Fill in for the Sexton occasionally
 - Follow all Epiphany safety policies to maintain a safe environment for all
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Required Skills & Qualifications

- Friendly, welcoming, and approachable presence
 - Calm decision-making under pressure (e.g. emergency alarms)
 - Strong organizational, scheduling, and multitasking abilities
 - Initiative and sound judgment
 - Vendor sourcing, coordination, and negotiation skills
 - Knowledge of basic housing maintenance
 - Strong communication and customer service skills
 - Competence with Google Suite and Microsoft Office (Word, Excel)
 - Physical capability to move campus equipment and navigate building/property
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Compensation & Residence

- **Salary:** \$21.00/hour (non-exempt) 12-15 hours/week
 - **Housing:** A one-bedroom apartment on campus is provided in the Madrona neighborhood (1805 38th Ave, Seattle, WA 98122). Residency on campus is required for this role. Utilities and internet are included.
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Additional Information

Epiphany Parish is committed to fostering a respectful and inclusive workplace and to maintaining a secure, welcoming, and well-maintained environment for all who visit, worship, and work on our campus.

Employment is contingent upon completing a background check and Safe Church.

If interested, please submit a cover letter and resume to Laura Rodde, Chief of Staff, lrodde@epiphanyseattle.org.