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FOR IMMEDIATE POSTING  
July 5, 2017

PART – TIME PROPERTY MANAGER

St. Stephen's Church in Edina is an active faith community with stone and glass facilities located along the Minnehaha Creek at 50<sup>th</sup> Street and Wooddale Avenue. The church is seeking an experienced individual to serve on average twenty hours weekly to manage properties projects, facilities and equipment maintenance, and contractor/vendor relations. The successful candidate will have appropriate experience, can perform routine and general facilities maintenance and repair, and holds up-to-date certifications for boiler inspection and management in accordance with Minnesota state regulations.

The Property Manager reports to the Rector (the senior pastor of the church) in collaboration with the chair of the Properties Committee. The Property Manager supports the program of the church Properties Committee and attends their meetings.

Work scheduling is generally Monday – Friday with flexible timing in accordance with weekly projects. The Property Manager is a part of the church Response Team for weather/snow emergencies, elevator malfunction, and major break-in or vandalism.

Compensation is hourly at competitive rates. There are no additional benefits associated with this position.

To apply, send e-mail resumé and cover letter describing your experience by July 15<sup>th</sup> to:

Deen Hubin  
HR@ststephens.com

or, if necessary, mail to 4439 W. 50<sup>th</sup> St, Edina, MN 55424