

Philadelphia
Montgomery



Christian
Academy

35 Hillcrest Avenue
Erdenheim, PA 19038
215-233-0782

www.phil-mont.com

Facilities Coordinator

Philadelphia-Montgomery Christian Academy is an independent, college prep, co-educational day school serving children from pre-k through 12th grade in suburban Philadelphia. PMCA subscribes to the Reformed system of doctrine as contained in the Westminster Confession of Faith, the Heidelberg Catechism, and the Confession of Faith (Philadelphia Baptist Confession).

Founded in 1943, the school holds current accreditation through Middle States Association of Colleges and Schools, is certified as a non-profit organization in Pennsylvania, and is directed by an independent, self-perpetuating Board of Trustees.

The school seeks a Facilities Coordinator. The Facilities Coordinator reports to the Director of Operations and is responsible for the care, maintenance, cleanliness, and safety of the school's buildings, grounds, and vehicles.

The ideal candidate will possess excellent interpersonal and organizational skills, the ability to manage multiple/conflicting priorities, and have strong general contracting experience. This position is available immediately.

The candidate should have:

- graduated from high school and have four years of increasingly responsible maintenance experience, including at least one year in a lead or supervisory capacity
- knowledge of principles and practices of facilities operations, maintenance and management
- the knowledge to skillfully and safely use various hand tools and power equipment for meeting the maintenance and repair needs in the school

Compensation to be determined based upon educational background and experience. Interested candidates should send a letter of interest, resume, and a list of three references to Al Chapman at alchapman@phil-mont.com. Please visit our website for more information on PMCA. (www.phil-mont.com).