

# **Part-Time Building Caretaker & Project Assistant St. Augustine's Catholic Church – Austin, Nevada Lander County Convention & Tourism Authority Job Posting**

The Lander County Convention and Tourism Authority (LCCTA) is an Equal Employment Opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, national origin, genetic information, veteran status, or any other status protected by law.

**Status:** Part-Time

**Compensation:** \$18 per hour

**Reports to:** Lander County Convention & Tourism Authority (LCCTA) Executive Director

The Lander County Convention & Tourism Authority (LCCTA) is seeking a motivated and dependable individual to help care for and preserve the historic St. Augustine's Catholic Church in Austin, Nevada.

## **Position Overview**

This part-time position is ideal for someone who enjoys historic preservation, community service, and working independently. The successful candidate will help maintain the church, welcome visitors, identify building improvement needs, and assist with efforts to secure funding for restoration and preservation projects.

## **Primary Responsibilities**

- Open the church to visitors three days per week (weekends preferred)
- Promote events at St. Augustine's
- Perform routine cleaning and basic upkeep of the building
- Monitor and report maintenance, repair, and preservation needs
- Assist in identifying grant opportunities and funding sources
- Support grant applications and preservation projects
- Coordinate with volunteers, contractors, and community partners as needed
- Maintain records and provide regular updates to the Executive Director
- Perform other duties as assigned

## **Qualifications**

- Strong organizational and communication skills
- Ability to work independently and manage time effectively
- Basic computer and internet research skills
- Interest in historic preservation, grant research, or community development preferred
- Ability to interact professionally with visitors and stakeholders

Posted until filled

## **Physical Requirements**

Must be able to stand, walk, bend, lift up to 50 pounds, climb stairs, and perform light to moderate physical labor.

## **Schedule**

Part-time position averaging approximately 10–20 hours per week. Schedule may vary based on building needs, projects, grants, and special events.

## **Compensation**

\$18 per hour

## **To Apply**

Submit a resume, signed job description to:

### **Lander County Convention & Tourism Authority**

Attn: Executive Director

470 S. Broad St.

Battle Mountain, NV 89820

Or e-mail: [landercta@gmail.com](mailto:landercta@gmail.com)

Questions? Contact the LCCTA office at (775) 635-1112 or (775) 931-3799.

**Help preserve one of Nevada's historic treasures while serving the Austin community.**

This position is not eligible for compensated absences, retirement benefits, or employee group benefits. A performance appraisal will be conducted at 30 and 60 days of employment and every six months thereafter.

**This position is considered exempt under the federal Fair Labor Standards Act and is not covered by a collective bargaining agreement. Employment is at-will and may be terminated at any time, with or without cause.**

Must submit a completed LCCTA application form and signed Job Description to the Lander County Convention & Tourism Authority, 470 S Broad St., Battle Mountain, Nevada 89820 or by e-mail, [landercta@gmail.com](mailto:landercta@gmail.com), by 3 p.m. on July 6, 2026. Applications and job descriptions are available at Lander County Convention & Tourism Authority. For questions, please call Becky at 775-931-3799.

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