

OPERATIONS COORDINATOR

REPORTS TO: ASSOCIATE PASTOR

PART-TIME: 30 HOURS WEEKLY

RELATES CLOSELY WITH: ALL STAFF MEMBERS/ELDERS/MINISTRY LEADERS

DIRECT REPORTS: OFFICE SECRETARY, CUSTODIAN, MAINTENANCE WORKERS

CAPABILITIES / CHARACTERISTICS / KEY QUALITIES

- A deep devotion to God and a love for His Word
- A genuine ability to share their faith with others
- Strong leadership skills with the ability to develop and coach volunteers and staff
- Relates well to church leaders, staff, volunteers, and the congregation
- Effective communicator—written, verbal, and visual
- Strategic thinker with the ability to see the big picture while managing details
- Strong problem-solving skills; able to multi-task and prioritize effectively
- Values collaboration, feedback, and diverse perspectives
- Embraces healthy evaluation and continuous improvement
- Teachable, coachable, and eager to ask thoughtful questions
- Quick learner with a commitment to lifelong growth
- Models appropriate boundaries in life, relationships, and ministry

PRIMARY RESPONSIBILITIES

- Coordinating general direction of weekday operations of the church office and supervising volunteers, contracted workers and personnel as prioritized by the pastoral team
- Understanding the operation of and overseeing the maintenance of office and computer equipment including records retention and disaster recovery planning
- Staying abreast of the latest computer technology which might benefit the church
- Answering church phone and greeting visitors to the church as necessary
- Arranging for and supervising day-to-day cleaning and maintenance operations of the church
- Working with staff, church leadership, congregation and organizations in coordinating the assignment of meeting rooms, classrooms and church facilities for meetings and activities
- Partners with the Security Director to oversee the security of the church facility.
 - Issues and monitors use of keycards and keys
 - Manages electronic door schedules
- Maintain an inventory of church property and equipment
- Maintain Staff and Church Event Calendars
- Works closely with Ministry Leads managing and communicating church events
- Assist with weekly staff meeting agenda and meeting facilitation including keeping minutes and action items
- Manage budget for facility maintenance and office operations
- Provides administrative support for Senior Pastor