Northminster Presbyterian Church – Indianapolis, Indiana

Position Description

Position: CHURCH OPERATIONS ADMINISTRATOR

Summary Statement: The person that serves in this position will provide for efficient and effective business operations of the Church community and facility. As a vital member of the NPC staff team, the Church Operations Administrator will supervise a small office and maintenance staff, manage the facilities, and NPC’s technology needs, all to further the mission, spirit, and offerings of Northminster. This position will work closely with the office staff and the Buildings and Grounds Committee.

Reports to: Head of Staff

Responsibilities

1. Building Management
   - Oversee building and equipment usage and scheduling
   - Manage facility maintenance and supervise custodial staff as directed by Board of Trustees and Buildings and Grounds Committee
   - Recommend needed maintenance and repair to Buildings and Ground Committee, and attend meetings when necessary

2. Personnel Management
   - Supervise small office and maintenance staff
   - Coordinate new employee orientation and on-boarding
   - Oversee volunteers who work in the office
   - Manage office operations

3. Technology Management
   - Manage/maintain IT, software, security, and phone systems
   - Support live streaming function
   - Serve as resource for Media and Technology Team

4. Vendor Management
   - Coordinate and hire all outside contractors, regularly managing these relationships
   - Oversee upkeep and operational management of Northminster’s Columbarium in conjunction with the Finance Administrator

5. Additional Tasks
   - Manage event policies and procedures associated with events such as Baptism, Funerals, Weddings, and other special events
   - Ensure compliance with Church policy and government regulations in areas of responsibility
   - Other duties as assigned

Hours: Part-time, non-exempt position; 20-24 hours per week with flexible scheduling.

Professional Qualifications: Bachelor’s degree and 5 years in the field of management, demonstrated project management skills, strong written and verbal communication skills, ability to work with minimal supervision and as part of a team; detail-oriented; strong organizational skills, prior experience with personnel and property management; strong computer skills with experience with Office 365, OneDrive, and Sharepoint.