

Operations Manager

The Operations Manager oversees all business functions of the church, working with church members, some teams (committees), and staff to achieve the objectives of the church and manage the day to day operations. Specific areas of responsibilities included but are not limited to: management of operations staff, logistical support of church activities, supervising operational team staff, and providing support to Lead and Associate Pastor as needed.

The Operations Manager ensures that the operation, maintenance, and usage of the buildings and grounds are upheld to a high standard. Oversight and general direction are provided directly by the Lead Pastor and indirectly by the Leadership Board. All Operations staff are cross-trained in general office operations to provide back-up to other Operations staff.

The Operations Manager works closely with the Leadership Board to coordinate contractor quotes, proposals, and activities. In addition, the Operations Manager will be responsible for the scheduling of church facilities, HVAC and light settings, door locks and alarms, and will be the main point of contact for volunteers.

Reports to: Lead Pastor

Status: Full-time, salaried, with benefits

Qualifications

- Strong computer skills; proficient with Microsoft Office Suite, and other relevant software required.
- Two to five years of relevant work in facility management or related field is preferred.
- Detail oriented with proven people skills; ability to manage multiple projects simultaneously.
- Excellent organizational skills.
- Attentive to details, processes and procedures.
- Produce neat work product.
- A very high level of personal and professional integrity, trustworthiness, and a strong work ethic. Require minimal direction, work well independently as well as part of a team, and thrive in a fast-paced and fun environment.

Job Type: Full-time

Pay: \$50,000.00 - \$55,000.00 per year

Benefits:

- Dental insurance
- Health insurance
- Paid time off
- Retirement plan

- Vision insurance

Experience:

- Management: 2 years (Required)

Security clearance:

- Confidential (Preferred)

Work Location: In person