

Job Description

Operations Director

SUMMARY

The Operations Director will support the mission and vision of SPC by managing the day-to-day church operations and working to align the church's priorities and vision with its resources.

ACCOUNTABILITY and SUPERVISION

Accountable to and reports to the Senior Pastor

RESPONSIBILITIES

1. Administration

- Along with the Senior Pastor, work to create an efficient, faithful, confident operations staff that empowers the ministries of SPC, working to create a staff culture of trust, care, and purpose.
- Oversee the implementation of the vision and mission of SPC across the operations staff.
- Oversee the accounting, marketing and communications, facilities and IT areas of the church, at the direction of the Senior Pastor and in partnership with the Business Committee and Treasurer.
- Ensure all church operations are in compliance with church, presbytery and state/federal requirements and regulations.
- Direct all HR functions of the church.
- Direct, plan, coordinate and monitor the annual budget and other financial aspects of the church.

2. Mentoring/Coaching

- Provide oversight of the operations staff, working with them to determine their ministry goals, plans and budgets, ensuring resources align with SPC's vision.
- Oversee regular operations staff reviews and goal setting.

3. Staff and Committee Participation

- Attend Staff meetings and Leadership Team Meetings as appropriate.
- Attend committee meetings as appropriate.
- Maintain healthy relationships with co-workers, congregation and volunteers.

QUALIFICATIONS

- Personal/committed relationship with Jesus Christ
- Excellent organizational and communication skills; strong writing and program management skills.
- Maintain high level of confidentiality.
- Demonstrate effectiveness and/or training in caring for people with a wide range of care needs and ability to assess difficult care situations, provide on-going care and maintain boundaries.
- Proficiency with Microsoft Outlook and Microsoft Office (especially Word, Excel, and PowerPoint) products
- Work experience in a church setting desirable, but not required.

HOURS

Part time (24 hours), exempt