

Temporary Operations Director (March-July 2021)

Christ Central Church is seeking a person to fill the full-time, temporary position of Operations Director from March 1 - July 8, 2021. This person should have availability to work in the church office Monday - Thursday, 9 am - 4 pm, and Sundays for worship from 8 am - 12:30 pm.

Job responsibilities include:

- Internal logistics and operations: manage church database, event registrations, and other operational aspects for the church.
- Event planning: plan and coordinate all-church events, delegate tasks and recruit volunteers.
- Worship coordination: work with pastors, staff, sound and video crew, and volunteers throughout the week to make sure all appropriate pieces are in place for worship on Sunday.
- Staff support: proof published pieces like the weekly email, bulletin, church-wide emails, etc.
- Office administration: keep office stocked with supplies, manage relationships with vendors (cleaners, printers, paper, etc.), send and receive mail.
- Many other duties as assigned.

The ideal candidate possesses the following skills and abilities:

- Quick learner: this person will have a month of shadowing the current director before taking the reins on their own. They should be eager to learn new skills and processes and be able to adapt to changing situations.
- Highly organized: this role demands lots of multi-tasking and list-keeping. This person should be excited by the prospect of a day filled with 20 different to-dos.
- Computer-proficient: this role exists in large part in front of a computer. This person should be familiar and proficient with Google Suite and Microsoft Office suite, and have a high aptitude for learning new software and systems. Comfort with MacOS is a plus.
- Team player: this role is highly integrated with the rest of the staff team, intersecting with all of the ministries of the church to support their work. This person should be excited by working with others and keeping up with the changing requests and needs of others.

To apply for this position, please send your resume and a few sentences about why you'd be a great fit to meredith@christcentraldurham.com.