

Covenant Presbyterian Church

Position: Director of Operations

JOB SUMMARY

Covenant Presbyterian Church is a dynamic Christian community that invites all people into a transformational experience of faith, boldly proclaims the gospel, bravely works toward a whole and just world, and passionately nurtures discipleship.

Covenant seeks a director of operations responsible for the coordination of the church's general operations including property management, recreation ministries and facility, food service, administrative and custodial staff to support the church's programming and mission as set forth by the ordained staff, the business administrator, the session and lay leadership of the church.

Duties and Responsibilities

Administrative:

- Assist ordained and program staff through execution of the business operations of the church.
- Oversee, evaluates and manages the use of all information technology systems.
- Oversee and evaluate the recreation ministry program and facility. Ensures that varied opportunities for members of the church and community to participate in recreational activities are offered regularly.
- Oversee and evaluate the food service program.
- Prepare and manage the annual budgets for property, recreation ministries and food service.

Property/Facilities:

- Develop a maintenance plan and direct the maintenance program and use of church facilities.
- Serve as safety & security officer of the church; periodically review insurance requirements.
- Maintain an inventory of all church property.
- Oversee the Columbarium and Memorial Gardens agreements, sales and upkeep.
- Oversee the use of the Arosa House and Arosa Avenue condominiums.

Qualifications/Skills/Knowledge

- Proven ability to perform each essential duty satisfactorily
- Ability to fully support the mission of Covenant Presbyterian Church
- Undergraduate degree in Business or Management or related field or equivalent experience
- Five years' experience in progressively responsible experience providing direction and support in business office management, facilities management and/or operations
- Ability to organize and initiate work with a minimum of supervision

- Ability to prioritize and manage multiple projects and adapt production timelines to changing conditions
- Ability to work both independently and collaboratively within a team to assess needs and produce results
- Excellent oral and written communications, organizational and interpersonal skills
- Ability to maintain confidentiality
- Ability to read, interpret, and analyze complex documents
- Ability to prepare budgets and use financial statements
- Demonstrated PC skills and a working knowledge of MS Office suite of products

Reports to: Church Business Administrator

Supervises: Property Manager, Food Service Manager, Director of Recreational Ministries, Receptionist(s), Executive Assistant, IT Services

Classifications: Full-Time, Exempt

Evaluation Due: Annually by Church Administrator

Physical Demands: Requires frequent sitting; using hands to grasp or feel; reaching with hands of arms; and talking and/or hearing. The employee is occasionally required to stand; walk; bend or twist; and kneel or crouch; and to move throughout the campus buildings. Mental requirements include but may not be limited to: general math functions, intermediate reading, advanced reasoning, advanced speaking ability, and advanced writing ability. Requires normal range and/or correctable range of hearing and vision.

Work Conditions: Work in office environment, involving contact with staff and the congregation. Work may have deadlines, multiple interruptions, high volume and may be stressful at times.

How to Apply: Send a **cover letter** and resume to bill.keith@covenantpresby.org