



Position Title: Operations Manager

Reports To: Pastor

Directly Supervises: N/A

Status: Part Time/32 hours per week

FLSA: Non-Exempt

Effective Date: 2024

Job Summary: The Operations Manager will be responsible for partnering with the Pastor in the day-to-day operational tasks and will implement and optimize systems that will aid in the efficiency and effectiveness of the day-to-day church operations.

Essential Functions:

Some responsibilities will be daily while many others are weekly or more seasonal or periodic.

- Critical player in strategy and operations for continued church growth and revitalization
- Will introduce, implement and integrate systems including software, databases, forms, and other programs to optimize operations and engagement
- Will initiate structure, planning, and connection to church staff, congregation and affiliates for all projects, programs, services and events
- Will be a critical liaison to the pastor and staff in regular meetings for missional alignment, task management, accountability and collaboration across all ministry areas

Other Responsibilities:

- Organizing spaces used for welcome and church-wide programming
- Managing and coordinating vendors, contractors, and other persons critical to the operational integrity of Oakton UMC, Oakton Christian Preschool, and all building renters
- Point person for all communication, scheduling, and disseminator of information to staff, congregation, and community members/partners
- Other duties as assigned

Qualifications:

Candidates possessing some but not all of the following qualifications will be considered.

- High School Diploma or equivalent
- Bachelor or Master's degree is preferred or certification or training in technological systems and communication strategies
- At least 2 years of experience related to required duties including graphic design, integrative technology (examples could include MailChimp, Google/Outlook Calendars, Squarespace, membership software, etc...)

- Understanding of and ability to utilize effective communication strategies for the modern church and evolving technological climate
- Ability to train volunteers, staff and congregation (as needed) in church-wide systems
- Positive, proactive attitude
- Detail oriented, highly organized, and capable of multitasking
- Strong written and oral communication skills
- Proficient with other technology tools including Microsoft Office Suite and social media platforms
- Creative problem solving as opportunities and needs arise to remove barriers that prevent connection and missional success

Physical Requirements:

Must be able to walk the church building including stairs, operate office equipment, sit for long periods of time and lift deliveries of or under approximately 20 lbs.

Core Competencies:

(include but are not limited to)

- Mission ownership and execution
- A helping orientation that establishes good working relationships with all others who are relevant to project success
- Takes initiative, learns from mistakes and has good judgment regarding viable ideas and suggestions
- Technical expertise to proficiently execute the essential function of the job and develops any skills that are lacking
- Effective and efficient time management
- Aesthetic awareness and a natural orientation towards cleanliness and orderliness of space
- Thoughtful and attentive listening
- Attitude of inclusion that considers strategies to a multi-generational, multi-ethnic community
- Understanding the importance of confidentiality in working with congregation members and other sensitive information