

Position: Director of Operations
Manager: Steve Haney
Oversees: Finance, Human Resources, Facilities, Information Technology, Internal Communication

Position Overview

The Director of Operations will work collaboratively with the Lead Pastor to put feet to the vision in the areas of Finance, Human Resources, Information Technology, Facilities and Internal Communication.

Responsibilities

- Communicate clear priorities, make roles and responsibilities explicit, to staff, leaders and congregants.
 - Create systems of communication so that all staff and ministry leads are in the "know" and in sync.
 - Learn and employ leading edge methods for ministry areas to drive excellence and efficiency toward the goal of continuous learning and improvement.
 - Partner with Lead Pastor strategic and tactical department goals and hold people accountable to results.
 - Recruit, develop, motivate, manage, and retain talented staff teams and volunteer teams.
 - Understand the needs of the organization and deliver services that support the organization effectively.
 - Other duties as assigned by the Lead Pastor
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Position Qualifications:

Gifts: Administration, Management, Leadership

Qualities: Can-do Attitude, Positive energy, Calm in stressful situations

- Experience working in a church setting with proven talent in administration (5+ years preferred)
 - A follower of Jesus Christ as Lord and Savior, mature in faith, submitted to the authority of the Bible, open to the leading of the Holy Spirit, and in agreement with Christ Center's Statement of Faith.
 - A person with strong self-awareness who can provide leadership in a calm, objective leadership style.
 - A person who will motivate and perform at a very high level with energy and enthusiasm and serve as a "manager" role model.
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Work Schedule

This position may be part-time or full-time depending on the situation. This position is eligible for all employee benefits.

...TO EMPOWER THE YOUNG AT HEART TO LEAD COURAGEOUS LIVES WITH GOD.