Wasatch Presbyterian Church

JOB TITLE: Operations Manager of Wasatch Presbyterian

DATE: October 2019

TYPE: Administrative Staff - 32 hours / week

REPORTS TO: Lead Pastor

The Operations Manager of Wasatch Presbyterian Church shall have primary oversight of administrative responsibilities related to staff, communications, facilities & property, and finances, so that the WPC fulfills its mission with excellence and integrity; all in accordance with direction as provided by the Session (the church board).

Staff
Oversee all administrative staff, including the Office Assistant/Building Manager and Financial Secretary, including delegation of responsibilities, goal setting, regular feedback, and annual reviews.
Assist the Pastors with coordination between administrative and church programs.
In collaboration with the Pastors, schedule and plan regular staff gatherings, to promote team-building and camaraderie

Communications
Ensure WPC effectively communicates its mission and congregational life to its membership, new attenders and wider community through printed materials, web-based technology and all other means deemed suitable for this purpose
Ensure that WPC’s printed materials for use in worship are prepared in a timely and appropriate manner
Ensure that WPC manages its membership database and all other systems related to management of members
Ensure that all WPC church-wide and committee calendars are updated and published in a timely manner

Facilities & Property
Oversee the Office Assistant and Building Manager and the use of WPC’s building, in order to ensure that the building/offices are safe, and hospitable places for staff, members, visitors and vendors
Manage execution and evaluation of policies regulating use of WPC’s facilities and property
With the Financial Secretary and/or Building Manager, manage WPC property and church-wide insurance, ensuring that WPC is appropriately protected in cases of natural disaster, perils, theft, vandalism, personal injury or misconduct.
With the Building Manager, manage contractual relationships with outside vendors having responsibility for regular building maintenance

Financial
Oversee Wasatch Presbyterian Church’s Financial Secretary; this oversight includes setting goals, regular feedback, and an annual review
With consultation from the Treasurer, Pastors, and Budget and Finance, ensure that the accounts of WPC are maintained in a timely manner and in accord with financial policies and procedures
Ensure that WPC fulfills all of its annual financial obligations and addresses additional, planned expenses in a timely manner

Qualifications
Understand and embrace Church’s vision, core values, philosophy of ministry and organizational structure and authorities.
Leader, detail-minded, technology savvy, systemic thinker and organizationally aware
Promotes a positive and collaborative ministry culture.
Can use the tools and technologies employed by WPC to accomplish the tasks required by this position.

Leadership Skills
Previous supervisory experience strongly desired
Ability to demonstrate and role model effective interpersonal relationship skills including active listening, validation and empathy
Ability to effectively engage in critical conversations and constructively resolve conflicts
Ability to effectively support, mentor and promote professional development of office staff