



Job Description:

FLSA STATUS:
REPORTS TO:
LAST REVISION:
SALARY RANGE:

Director of Operations

Salaried Non-Exempt
Lead Pastor
1/17/2024
\$60,000- \$70,000/year

**Position will remain open until filled. Please submit your resume and cover letter to melissa@bethel-church.com.*

Summary/Objective

The Director of Operations oversees the day-to-day operational activities and Human Resources functions of Bethel Church, ensuring efforts are directed towards achieving organizational goals.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- Oversees the all administrative functions of the church, including the performance of all administrative staff.
- Leads coordination and integration of efforts among administrative and pastoral team, to produce smoother workflow and more cost-effective processes.
- Maintains church event calendars, spreadsheets, and schedules for church staff.
- Maintains all organizational policies and procedures in tandem with the HR Director.
- Acts as the liaison between Bethel Church and Bethel Church Learning Center Director
- Oversees all financial matters of the church, authorizing all transactions and working closely with the bookkeeper.
- Manages and oversees the annual budget, assisting all department leaders with the budget process.
- Oversees the payroll function, including approving timecards, salary changes, etc.
- Conducts credit card statement reconciliation on a monthly basis.
- Serves as Board Secretary; organizes the monthly Board meeting, develops agendas, and prepares materials for Lead Pastor. Records all official board meeting minutes.
- Acts as liaison for staff to the Board of Directors, leading all communication efforts.
- Completes all required church network annual statistic reporting.
- Organizes staff meetings; acts as a backup to Lead Pastor.
- Coordinates Annual Business meeting and serves as Recording Secretary.
- Maintains the church membership roster, ensuring accuracy for reporting purposes.
- Measures staffing needs; conducts all recruiting, hiring and employee onboarding in partnership with the HR Director.
- Partners with Lead Pastor to consult on organizational design; Maintains organizational compensation structure in partnership with Bookkeeper and HR Director.
- Designs, implements, and monitors the annual employee performance evaluation program and revises as necessary.

- Ensures compliance with all federal, state and local employment laws. Assists Lead Pastor with responding and handling personnel issues and/or complaints.
- Oversees employee benefit program; coordinates and directs bookkeeper for any updates or changes.
- Coordinates all regularly scheduled required inspections for facilities.
- Manages key allocation program for all facilities and vehicles.
- Programs all key fobs for Bethel Kids Learning Center.

Required Skills/Abilities

- Excellent written and verbal communication skills.
- Excellent analytical, decision-making, and problem-solving skills.
- Experience in handling multifaceted administrative functions for an organization.
- Ability to build effective relationships.
- Knowledge of or experience in Human Resources is a plus.
- Ability to handle sensitive employee issues with confidentiality.
- Proficient in Google Suite, calendar, maps, and other technologies and software.

Supervisory Responsibilities

- Hires and trains new employees.
- Organizes and oversees the schedules and work of assigned staff.
- Conducts performance evaluations that are timely and objective.
- Handles discipline and recommends termination of employees as needed in accordance with company policy.

Work Environment

Work is typically performed sitting at a computer desk. Workdays and hours are subject to need and availability to ensure operational coverage throughout the work week. However, daily demands may require occasional early arrivals, late departures, extended hours, as well as weekend or holiday work.

Physical Demands

- Prolonged periods sitting at a desk and working on a computer.
- Hear and speak clearly to receive and provide information a telephone.
- Lift up to 20 pounds.

Education and Experience Requirements

- Bachelor's degree preferred.
- 2+ years of management experience preferred.
- 5+ years of administrative, operational and/or Human Resources, or equivalent experience required.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.