

Job Title: Operations Director

Location: Good News in the Neighborhood

About Us:

Good News in the Neighborhood Church is a vibrant, newer church of about 300 members. We are a multi-ethnic, bible-teaching, life-giving church. As we grow, we are looking for a detail-oriented and business-savvy individual to join our team as Operations Director. We are open to this being a part-time role, aiming to pay generously to secure an optimal candidate.

Job Description:

The Operations Director will be a key member of our team, providing essential support to our pastoral staff, especially Pastor Luke MacDonald. This person will handle a variety of tasks, including but not limited to budget management, facility improvements, calendar oversight, bill payments, and communication with deacons. The ideal candidate will possess strong organizational skills, a keen eye for details, and a passion for our church's mission.

Responsibilities:

- Overseeing the church's operations including calendars, ensuring all events, services, and meetings are properly scheduled and communicated
- Provide program management in support of operational requirements as directed by the pastor and deacons.
- Managing the church's budget, including tracking expenses, managing bill payment, forecasting future costs, and timely giver communication.
- Overseeing building operations including, cleaning, landscaping, HVAC, Good News Truck maintenance.
- Creative pro-active communication between the pastor, staff and the deacons, facilitating smooth and efficient operations
- Assisting in the preparation of financial reports and statements for review by the deacons and congregation
- Coordinating with various church departments to ensure efficient operations and effective use of resources
- Providing support to the staff, including scheduling meetings facilitating communication

Requirements:

- Proven experience in building/financial operations similar role
- Excellent organizational and time management skills
- Strong financial and budget management skills
- Effective communication skills, both verbal and written
- Proficiency in office management systems and software, including Microsoft Office Suite
- Detail-oriented with strong problem-solving skills
- Discretion and confidentiality with sensitive information
- Passionate about Good News in the Neighborhood's mission and values

- Understanding of the organizational structure of a church is a plus

We invite interested and qualified candidates to apply. This is an opportunity to serve in a key role within our church community and contribute to our mission of spreading good news in the neighborhood.

How to Apply:

To apply, please send your resume, a cover letter detailing your interest and qualifications for the position, and three references to our church office at info@gnn.church. Applications will be reviewed on a rolling basis until the position is filled.

Good News in the Neighborhood Church is an Equal Opportunity Employer. We encourage applications from candidates of all backgrounds and experiences.