

Job Description – Operations Director

Job Title: Operation Director

Location: Pasadena

Reports To: Senior Pastor

Payroll Status: Full Time Hourly (40 Hours)

Role

We are looking for a dedicated, hardworking and talented individual to lead our Operations teams at Vintage Church.

The Operations Director will play a vital role in the day-to-day operations of the church overseeing all logistics relating to Sunday services, events, the church office, resources and facilities.

The successful candidate will be an integral member of the staff team, based at the Pasadena office.

Responsibilities

- Management of church administration including (but not limited to):
 - church emails, phone calls, mail and visitors
 - offering and banking
 - coding of expenses and liaising with the finance team
 - wedding administration
 - organizing and communicating meetings
 - management of the church calendar
 - management our church database
 - ordering of office and ministry supplies and equipment
- Management of our operational, security and administration staff.
- Coordinator of service logistics and volunteer teams including recruiting, training and overseeing volunteer leaders and teams including:
 - parking
 - welcome
 - security
 - hospitality
 - communion
- Management of the Vintage Pasadena Church facilities including security, cleaning, furniture, resources, and oversight of upkeep and maintenance ensuring the building is fit for use and being upgraded within our budgeted plan.

Requirements

Qualifications/Experience/Education Requirements

- Degree level qualification, ideally in Business Administration or similar.
- A proven track record of managing staff and volunteers in a fast-paced environment.
- Proficient and experienced working with Microsoft Office, and online database packages.
- Experience working with accounting systems such as bill.com or similar.

Important Skills/Personal Traits needed

- Be a committed follower of Christ with a desire to see local churches thrive and flourish.
- Be a highly organized, tidy and flexible individual with excellent attention to detail and ability to multitask.
- Be friendly, kind and approachable and have a servant hearted attitude
- Be able to motivate, lead and organize staff and volunteers.
- Be able to prioritize and multitask, using good time management skills in a fast-paced environment.
- Be a highly motivated self-starter, able to work independently and part of a staff team.
- Be available to work 40 hours per week Sunday – Thursday at Vintage Church Pasadena.
- Be flexible and willing to perform a wide range of support tasks in line with the fast-paced nature of a growing church.
- Be able to lift 30lbs and stand for long periods of time.
- Be a committed member of Vintage Church Pasadena.

Other desirable skills and experience

- Experience using Planning Center to schedule resources, events and teams.
- Experience working within a church setting in an operational leadership role.

To apply

Please send your resume and cover letter including your MBTI an enneagram type to ben@vintagepasadena.com