



Job Description

Job Title:	Operations Coordinator	Reports To:	Campus Director
Position Type:	Part Time Hourly / Non-exempt	Workweek:	20-25 hours per week
Job Description			
<p>GENERAL SUMMARY/PURPOSE: Drive and coordinate Grace Washingtonville’s operational needs to ensure excellence and allow for consistent growth at the campus.</p> <p>RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Serve location operational needs in areas like data, facilities, and administration, utilizing volunteer teams when appropriate. <ul style="list-style-type: none"> ○ Manage Campus Calendar, Inventory, and Planning Center Online software. • Ensure that all location communication is timely, effective, and on-brand as directed by the Communications Director. <ul style="list-style-type: none"> ○ Oversee Campus Marketing, Slides, Emails, Newsletter, and Internal Communication. • Work with Connections and Events Coordinator to ensure that location events run smoothly. <ul style="list-style-type: none"> ○ Coordinate Room Reservations, Room Setup, Volunteer Teams, and Event Supplies. • Subject Matter Expert for Planning Center Online. <p>QUALIFICATIONS AND EXPECTATIONS:</p> <ul style="list-style-type: none"> • Passion and enthusiasm for the mission of Grace Community Church... “Reaching the Northeast and beyond for Christ by making fully devoted followers of Jesus.” • Born-again Christian, baptized as an adult, and an official (active and voting) member of Grace Community Church. • Supportive and championing of both the doctrine of Grace Community Church, as well as the practices, teaching, and decisions of her leadership. • Lifestyle that demonstrates committed Christian character and fosters an exemplary reputation. <p>ADDITIONAL NOTES: 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. Nothing in this job description restricts management’s rights to assign or reassign duties and responsibilities of this job at any time.</p>			
Prepared By:	Brenda Doiron	Date:	October 25, 2023
Employee Signature:		Date:	