

Job Title:	Operations Coordinator	Location	Washingtonville
Position Type:	Part-time / Non-exempt	Workweek:	25 hours – onsite, weekends required
Pay Range (hourly):	\$22.00 to \$26.00	Reports To:	Campus Director

GENERAL SUMMARY/PURPOSE:

Under the direction of the Campus Director, ensure operational tasks and service needs are addressed in a timely, effective manner.

RESPONSIBILITIES:

- Under the oversight of the Campus Director, performs all activities related to campus operations to ensure a smooth workflow.
 - Duties include but are not limited to reception/phones, mail collection/distribution, campus calendar, ordering/dispensing requested supplies, data entry, PCO workflows, prayer list distribution, worship center attendance, email monitoring/communication, event planning/prep/oversight.
- Works collaboratively with the Campus Director and the GCC Communication Director to ensure the professional and timely communication of campus events/initiatives:
 - Duties include but are not limited to online program setup, attendance submission, slide updates/maintenance, distribution of marketing materials, and attendance in weekly Operations/Central Communication meetings.
- Functions as the Subject Matter Expert for Planning Center Online (PCO) our church database/management system, training new staff and volunteers according to appropriate central practices.
- Responsible for maintaining and approving requests through the campus calendar, proactively reviewing for potential meeting/room conflicts, and correcting accordingly.
- Serves as a resource person to Team Leaders and volunteers, when needed, assisting them with needs per Grace practices and policies.
- Ensures pre-service preparations are performed before services/events.
 - Duties include but are not limited to ensuring check-in stations are on, public work areas/desks are neat and free from clutter/debris, all slides/TV monitors are on and running, hand-outs/marketing materials are present for distribution, counter items are restocked, and halls are clear of boxes/deliveries.
- Actively seeks to recruit new volunteer team members and identify potential team leaders for the Campus Director.
- Attends the Central/Ops Coordinator weekly meetings, campus staff meetings, All-Staff meetings, and any other pertinent meeting sessions.

QUALIFICATIONS AND EXPECTATIONS:

- Committed to open, biblical communication. Willing to speak up and have hard conversations and receive difficult communication from others when necessary.



Job Description

- Born-again Christian, baptized as an adult, and either an official (active and voting) member of Grace Community Church, or pursuing membership to be activated within 6 months of hire.
- Passion and enthusiasm for the mission of Grace Community Church... "Reaching the Northeast and beyond for Christ by making fully devoted followers of Jesus."
- 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.

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.

Employee Signature:		Date:	
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