



# Operations Coordinator

**Job Title:** Operations Coordinator (Full-time)

**Reports to:** Executive Director

**Timeframe:** FY22

We're a group of people who worship together, pray together, serve together, and live day-to-day life together. We believe that church is community. It's more than just a place to show up on a Sunday; it's the messiness of real life. When people are connecting to God and experiencing what it means to be loved, forgiven, healed, and empowered by Jesus Christ through the Holy Spirit, church is happening. Above all, church is a foretaste of God's Kingdom—a day when all that is broken will be healed, all that is incomplete will be made whole, all that is old will be made new. A day of Restoration.

We are broken people being restored by grace and living God's story.

## Position Summary

The Operations Coordinator is responsible for maintaining programmatic operations and logistics that are necessary for ensuring a well-run church.

Under the direction of the Executive Director, the Operations Coordinator is responsible for oversight of the parish business office and supporting various administrative needs of the church.

## Key Responsibilities

### FINANCIAL ADMINISTRATION

- Manage accounts receivable and payable by overseeing the money that comes in each week and making sure all of our bills are paid by liaising with our bookkeeper
- Oversee counting team by recruiting and training members, find substitutes for counters, provide oversight for counting protocols
- Equip staff with information necessary to track their spending and departmental budgets
- Work with the Executive Director to manage payroll and employee benefits

### OFFICE MANAGEMENT

- Proactively assume responsibility for activities that contribute to a well-run office including ordering supplies and monitoring equipment
- Perform reception duties by answering phones and greeting visitors
- Work with Facility Manager to manage facility vendors

### CHURCH MEMBER AND PROGRAM SUPPORT

- Manage and assist members with their accounts in the use of the Parish's web-based church management system

- Provide administrative support for various Parish programs (i.e. registrations and fees collections for retreats; mission trips; small groups, etc.)

## **COMMUNICATIONS SUPPORT**

- Collaborate with church staff to execute Restoration's communications plan, including development of communications schedule & calendar, and sending out weekly church communications
- Maintain & update website content
- Coordinate the content, design, and printing of Restoration collateral alongside Restoration's print vendor
- Manage the creation and production of Restoration's annual report
- Coordinate special projects as needed

## **Position Requirements**

- Ability to work independently toward a vision. Specifically, ability to work in a small and quiet office during weekday hours, supporting a mission that comes to life most palpably on Sundays
- Demonstrated ability to work well with others on both small and large teams
- Demonstrated success in situations which require initiative and an entrepreneurial spirit
- A clear, personal, mature, articulate relationship with Jesus Christ expressed in a personal, corporate, vibrant, and infectious life of worship
- Excellent organizational skills, orientation to detail, written and verbal communication skills
- Demonstrate ability to use tact and discretion; ability to maintain confidentiality of information and other related matters required
- Technical acumen and ability to learn new systems and software. Proficiency with Microsoft office suite
- Strong time-management and multi-tasking abilities, and self-starter skills
- Bachelor's Degree or equivalent experience in related job activity
- Minimum 2 years of experience working in a similar role

## **Compensation**

Full-time, salaried position. Restoration's benefits include medical, dental, vision, disability, and life insurance, a phone stipend, 13 paid holidays, 15 PTO days, and a 401(k) match.

## **To Apply**

To apply, please submit a cover letter, resume, and 3 references to [personnel@restorationarlington.org](mailto:personnel@restorationarlington.org), Attn: Kat Downs.