

**NORTH DECATUR PRESBYTERIAN CHURCH  
OPERATIONS COORDINATOR POSITION DESCRIPTION**

**POSITION TYPE**

Part-time support staff

**PURPOSE**

The Operations Coordinator is responsible for maintaining the welcoming atmosphere of the church office area. The Operations Coordinator is the coordinator of the overall administrative operations of the church.

**ACCOUNTABILITY**

The Operations Coordinator reports to the Head-of-Staff for direction, daily responsibilities, and accountability, while also coordinating with the chairs of Property, Finance, Personnel, and Engagement.

**QUALIFICATIONS**

- Excellent management, interpersonal, and supervisory skills
- Ability to maintain good relationships with staff, congregation, and the public.
- Resourceful, self-motivated, and able to complete tasks in a timely manner, with minimum supervision
- Expertise with Microsoft Office software
- Expert skills and ability to learn new applications quickly
- Competency with database management

**TERMS OF EMPLOYMENT**

- This is a part-time position: 19 hours per week with a probationary period of three months.
- Compensation is hourly and does not include benefits.

**RESPONSIBILITIES**

**Welcome:**

*Many of these tasks may be performed by volunteers under the supervision of the Operations Coordinator*

- Maintain attractive welcome space and work environment
- Provide for gracious welcome of church visitors, delivery persons, and others who come to the door.
- Handle telephone calls, emails, and mail
- Provide gift cards and/or referrals to those who come requesting assistance

**Clerical Tasks:**

- Manage church calendar
  - Maintain comprehensive knowledge of scheduled activities, events, and programs
- Print, fold, and stuff
  - Bulletins for all worship services including special services
  - Planned and annual mailings (e.g. annual stewardship packet)
  - Labels

- Certificates, such as baptism, membership, ordination
- Manage office files
- Monitor, order, and store office supplies (including stamps and gift cards)
- Provide for maintenance of office equipment
- Receive and distribute mail
- Acknowledge memorial gifts and contributions with a letter notifying the family of the deceased and a thank-you letter to the donor

**Member Database Management:**

- Keep member data up-to-date
  - Input changes in contact info
  - Input changes in family membership
  - Maintain attendance records
  - Assist members who wish to make changes through web portal
- Time & Talent
  - Input data
  - Provide volunteer lists as requested
- Output directory upon request from staff and elders (print or PDF)

**Building Management:**

- Record reservations for use of church space
- Interpret church policy for use by outside groups
- Manage facility usage by long-term tenants
- Assist Property chair with maintaining contacts and evaluating vendors
- Provide entrance for visitors, members, contractors, and others, and monitor security (including sign-out of keys and having new keys made)
- Coordinate service of air and heating systems and plumbing
- Coordinate space set-up requests between church/outside groups and custodian
- Maintain communication with Head-of-Staff, property chair and custodian

**Human Resources Support:**

- Prepare staff payroll, using appropriate deductions as indicated by Personnel chair
- Coordinate annual salary changes with the Board of Pensions
- Process new hire paperwork
- Coordinate background checks

**The Operations Coordinator may be required to perform other tasks related to but not specified in the duties of this position description at the discretion of the Head-of-Staff.**

Please send resume and cover letter to [jobs@ndpc.org](mailto:jobs@ndpc.org).