

**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 personnel@ndpc.org.