**Job Description**

Operations Director

**Status**: Part-time (10-15 hours/week), could be combined with other roles (based on individual gifting & desire) to become a full-time position

**Reports to**: Lead Pastor

**Summary:**  Since planting, Common Ground Northeast has developed an understanding of our mission to pursue reconciliation along gender, racial and socio-economic lines. As we begin to better to live into that mission, we have recognized the large number of small “behind the scenes” tasks that are involved with operating a church. Because of this, we are hiring a operations director to oversee these various needs that are critical to the ongoing health and growth of any organization. The scope of this role could involve executing tasks or outsourcing tasks as needed.

**Qualifications/Relevant Experience**

* Agreement with Common Ground's mission, vision, and philosophy of ministry
* Demonstrated experience in a role that requires various skills and abilities and demand daily flexibility in realizing goals

**Required Knowledge, Skills and Abilities**

* A gracious, Christ-like demeanor in demanding situations
* Self-motivated; takes initiative and demonstrates flexibility
* Strong attention to detail and follow-up; creates systems and processes to ensure commitments are achieved
* Awareness of key operational aspects of running an organization such as business processes, facility maintenance and working with third parties

**Primary Duties/Responsibilities**

* Manage the legal aspects of operating a non-profit such as insurance & church policies
* Manage the relationships with other entities that share the facility
* Facilitate building scheduling needs
* Oversee the building and grounds needs, both external (snow & lawn care) & internal (HVAC, plumbing, electrical, cleaning); actively engage in completing as many of these needs as skill set allows
* Engage in other areas of operational needs as necessary to facilitate a healthy church body