



Operations Coordinator

Job Description

Accountable to: Administrative Director

Job Type: Exempt, Full-Time

Job Overview

The primary purpose of the **Operations Coordinator** is to be part of the team supporting the daily operations of a busy, productive office. This position will assist with communication and administrative functions, vendor management, and use of the church building. The position requires the ability to use computer software, multitask, and communicate effectively. The Operations Coordinator needs to be a self-starter who can manage teams and see projects through to completion.

Essential Functions

Communications

- Work with the administrative and communications staff to coordinate the communication strategy and printing needs to support Crossroads ministries, including the following:
 - Manage the Communications Calendar and monthly Communications Plan.
 - Develop and send weekly newsletters in Constant Contact.
 - Format and schedule daily devotionals.
 - Update and maintain material on the Crossroads app.
 - Develop and print materials related to Sunday worship such as Worship Guides, Connection Cards, inserts, posters, etc.
- Update and maintain website content including creating events for the web calendar, online connection card, weekly sermon, small group schedules, etc.
- Create registration events in Realm, Sign Up Genius, etc.
- Work with HOPE Preschool to cross promote events, support their website, create communications material, etc.

Administrative/Facilities Management

- Coordinate with vendors and volunteers to ensure work is accomplished.
- Work with the Administrative Director to manage the relationship with cleaning and facilities contractors (landscaping, HVAC, electrical, lift, plumbing, sprinkler, fire alarm, pest control, utilities, etc.).
- Provide guidance regarding work and facility setup needs to the facility contractor.
- Manage building access and key fob distribution, as needed.

- In coordination with the Administrative Director, establish a preventative maintenance plan for the facility with recommendations for projects and repairs.
- Ensure building security and safety measures are followed.
- Negotiate contracts for service and maintenance in coordination with the Administrative Director.
- Work with Administrative Director on managing facility budget items.
- Attend All-Staff meetings and other meetings as needed.

Education and Experience

- Associates degree or equivalent work experience.
- Three+ years' work experience in an administrative capacity.
- Knowledge of how to use Social Media platforms.
- Experience in building and empowering teams of people.

Key Competencies

- Excellent communications skills, both written and verbal.
- Pleasant and positive personality.
- Excellent attention to detail.
- Learned or ability to learn software applications needed for the job.