

Washington Park United Methodist Church
Operations Manager

Washington Park United Methodist Church is seeking a highly qualified candidate to fill the position of Operations Manager to begin on or around October 26, 2020. This multifaceted position consists of responsibilities in administrative and office management, human resources, and oversight of building management. Highly qualified candidates will have experience in all of these areas, as well as strong communication and customer service skills. This position serves as the contact and liaison between the church, staff, community, and business run within the church building.

Standard expected hours to be set Monday - Friday with chosen candidate, ideally 9am-4pm, but flexible for the right candidate. Benefits include reduced tuition at Washington Park United Methodist Preschool for immediate family members, option to opt into health insurance and benefits, and a salary range of \$38K - \$42K dependent upon experience.

Applications close October 10th with interviews to be scheduled for the week of October 12th. To apply, please send a cover letter, which includes reason for applying and why you feel you would be a good fit for this position, along with resume to pastor@washparkumc.org.