



POSITION DESCRIPTION

The Operations Assistant furthers the mission of Santa Barbara Community Church by providing direct support to the Executive Pastor and Operations Manager in overseeing resources, logistics, and operational execution for various areas of SBCC's ministries during the week.

QUALIFICATIONS

- Commitment to Christ as Savior and a life of worship and faithfulness
- Agreement with SBCC vision, statement of faith, core values, and theological distinctives
- Willingness to co-labor with and assist other members of the SBCC staff in a spirit of joy, humility, and curiosity for the advancement of SBCC vision and mission, teachable and open to feedback and accountability
- Attention to detail
- Highly organized
- Excellent organizational, planning, and project management skills, with ability to manage multiple projects
- Ability to take initiative, working independently with minimal supervision
- Flexibility, adaptability, and problem-solving skills
- Evident people skills
- Strong communication skills, both verbal and written
- Proficiency in workplace technology (e.g. Microsoft Office, etc.)
- Willingness to learn various technological platforms to support SBCC ministries (e.g. Community Connect, QuickBooks, etc.)
- Previous relevant experience
- BA or BS degree desirable

PRIMARY RESPONSIBILITIES

Administrative Support

- Provide administrative and clerical support to Executive Pastor and Operations Manager including email, phone, and other electronic correspondence
- Coordinate scheduling for Executive Pastor and Operations Manager
- Coordinate special projects, as needed

Facilities Assistance

- Spearhead inventory management for church office and coordinate resupply
- Provide quality customer service for vendors

PRIMARY RESPONSIBILITIES (CONT.)

Special Events

- Assist in planning, coordination, and execution of occasional special events

Problem solving

- Contribute to resolution of issues that arise in areas of oversight for either Executive Pastor or Operations Manager (e.g. HR, benefits, facilities, etc.)

OTHER EXPECTATIONS

- Live out partnership with SBCC including generous giving, regular worship attendance, church membership, and small group involvement (either as a member or leader)
- Other duties in support of the church's mission, as needs arise

ACCOUNTABLE TO

- Executive Pastor

HOURS AND SALARY

15-20 hours/week (not to exceed 20 hours)
\$25-\$28/hour, depending on experience

FOR MORE INFORMATION

If interested in applying please submit resume and cover letter to hr@sbcommunity.org.