

## POSITION DESCRIPTION

The Operations Manager furthers the mission of Santa Barbara Community Church by overseeing the operational aspects of the church. Working alongside other staff, the Operations Manager helps oversee resources, logistics, and operational execution for various areas of SBCC's ministries on Sundays as well as throughout 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
- Excellent organizational, planning, and project management skills
- 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, Proclaim, Planning Center Online, etc.)
- Previous operations, administrative, or secretarial experience
- BA or BS degree desirable

## PRIMARY RESPONSIBILITIES

### Sunday Operations

- Supervise Sunday facilities team and guide their work of set up, clean up, and ministry support
- Provide on-site Sunday support related to facilities, technology, and other tactical needs

### Church Office Oversight

- Serve as point of contact for IT contractor and primary liaison for IT needs of staff and campus, including initial troubleshooting and maintaining inventory records
- Serve as the point person for all church operations, including scheduling, oversight of Sunday and midweek logistics, and partnering with other staff to anticipate and support other needs as they arise
- Provide administrative support to other staff, either directly or through office volunteers
- Coordinate and update church-wide calendars for staff and facilities

## PRIMARY RESPONSIBILITIES

### Church Office Oversight (Cont.)

- Maintain church files and documents, aside from HR and payroll records
- Supervise team of office volunteers to ensure strategic use of their time toward tactical support of ministry priorities
- Manage office and other facility supplies and budgets, including inventory and timely resupply, as needed

### Facilities

- Oversee and guide the work of the Facilities Caretaker, meeting regularly to discuss workflow priorities and needs on camps as well as to provide timely feedback
- Approve and coordinate facility use by staff, ministry leaders, members and community, keeping facilities calendar current
- According to priorities outlined in the Reserve Study, maintain updated records on needed repairs or improvements on church campus, including the needs of Trinity Preschool
- Act as liaison/communication channel between staff, Building and Grounds Committee, landscaping company, cleaning service, and other contractors
- Participate on the Buildings and Grounds Committee and evaluate, along with that group, need for repairs and maintenance of facility, grounds and farm/ranch house, equipment and vehicles with vendors/contractors, as well as capturing future facilities needs by keeping Reserve Study current
- In collaboration with Executive Pastor and in consultation with Buildings and Grounds Committee, manage reserve and facilities budgets
- Purchase supplies and fixed assets for the facility
- Coordinate inspections of church safety and security systems (fire, sprinkler, backflow, HVAC, fire extinguishers, filters, etc.), and oversee maintenance or replacement, as needed
- Obtain necessary vendor and facility rental documentation (COI, business licenses, contractor licenses, W9 forms, etc.)
- Ensure timely performance of routine facilities tasks such as laundry, supply inventory and clean outs, etc.

### Special Event Oversight/Logistics

- In collaboration with other staff, plan and organize logistical support and facilities for special all-church events (e.g. Easter service, Christmas Eve services, Church Retreat, etc.)
- In collaboration with other staff, coordinate logistical support and facilities for periodic Sunday events (e.g. baptisms, Foundations classes, etc.)
- In collaboration with other staff, coordinate logistical support and facilities for periodic ministry events (Homegroup leader meetings, local and global engagement events, women's/men's retreats, 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

40 hours/week

\$60,000-\$80,000 salary, depending on experience

## FOR MORE INFORMATION

If interested in applying please submit resume and cover letter to [hr@sbcommunity.org](mailto:hr@sbcommunity.org).