

FIRST PRESBYTERIAN CHURCH
Greer, South Carolina

DIRECTOR OF OPERATIONS

The primary focus of this full-time position is to manage the day to day operations of First Presbyterian Church by organizing and distributing information, supporting programmatic processes and providing administrative leadership. The person in this staff position will work directly with other church staff and congregation members to fulfill the administrative needs of the church. This staff person will be accountable to the Session through the Pastor as Head of Staff and the Personnel/Administration Committee.

Specific responsibilities include but are not limited to the following:

- Management of Communication and Media
 - Coordinate and implement communication strategies for the church website, newsletters, social media, bulletins and other church wide communications.
- Management of non-programmatic staff
 - Coordinate onboarding and day to day management of hourly, contract and part time employees in the areas of facilities, nurseries and administration
 - Coordinate onboarding of interns
- Manage the day to day operations of Church office
 - Manage the Administration Budget
 - Supervise and evaluate office staff, volunteers and interns
 - Coordinate calendars/schedules
 - Coordinate with outside representatives
 - Manage and maintain church systems
 - Generate reports as needed
 - Support Pastors and Staff
- Participate in Care of the Congregation activities including but not limited to:
 - Support Deacons
 - Assist with bereavement processes
 - New Member Assimilation
 - Volunteer Coordination
 - Support the Care of the Congregation Committee
- Manage Facilities
 - Supervise and Support facilities volunteers and/or staff
 - Work with outside contractors
 - Coordinate, resource and support the Facilities Committee
 - Address day to day facility needs
 - Project Management
- Assist with worship and programming where appropriate and necessary
- Partner and collaborate with other church staff in the areas of, but not limited to programming, worship, stewardship and communication
- Attend church staff meetings and Session meetings

Experience/Education:

This staff person will have a strong Christian faith and be committed to serving this church and its members. Education and experience in administration and communication is necessary for this position. An excellent demonstration of skills in the areas of communication, working well with others, technology and organization are key to this position. S/he will often represent the church to outside organizations, church members and prospective members and therefore should be able to be friendly and get along well with others. A high degree of confidentiality must be able to be maintained by this person. S/he will have a strong commitment and love of the Presbyterian Church, and desire to support the mission of the church.