

## **Valley Presbyterian Church**

### **Job Description – Operations Manager**

#### **Primary Purpose – Operations Manager**

The Operations Manager will provide leadership, direction, and management of several administrative areas including the following major functions: communications, facilities, scheduling and technology. The Operations Manager is a key position on the church staff that requires both hands-on and managerial work.

#### **Valley Presbyterian Church**

Valley Presbyterian Church in Portola Valley, CA, is a friendly and open congregation of about 300 members. We are an active and vibrant community with many excellent programs within the church and greater Silicon Valley, including creative and inspiring worship services, children's and adult education, outstanding music, meaningful mission work, and partnership with the Portola Valley Theater Conservatory. For more information on Valley Presbyterian Church, please see <http://www.valleypreschurch.org/>.

#### **Relationships**

The Operations Manager reports directly to the Senior Pastor. Staff members assigned to work in the areas of communications, facilities, and technology report to the Operations Manager.

#### **Responsibilities**

The position requires both hands-on completion of various tasks and oversight of staff members or volunteers for certain tasks. The ratio of oversight versus actual execution of the tasks by the Operations Manager will depend on the skills of the Operations Manager and the nature of the tasks to be performed and may vary at times over the course of a year. A candidate with pastoral experience, although not required, would find opportunities to excel and grow in this role. Valley Presbyterian Church is just beginning new strategic objectives that can be folded into this role.

**Communications:** The Operations Manager will either oversee the assigned staff members or will handle church communications including: regular email newsletter; Sunday worship bulletins; church website; social media; and other communications.

**Facilities:** The Operations Manager will perform the following: supervise ongoing maintenance and improvements at church facilities; maintain calendar of campus events; coordinate event preparation and cleanup; provide or coordinate general office organization and staffing.

Technology support: The Operations Manager will either provide or coordinate the following: maintenance of equipment for phone and computer systems; desktop support for existing software programs; and installation of new software programs.

Volunteer Coordinator: The Operations Manager will assist with coordination and tracking of the volunteers that work within the church.

Human Resources: The Operations Manager will handle basic HR compliance and maintain personnel files.

### **Core competencies**

- Strong communication, analytical and design skills
- Business or office management experience
- Cheerful, positive attitude
- Friendly and professional approach to working with external clients (in this role, church members would be the external clients)
- Ability to collaborate with others as an effective team member
- Demonstrated ability to supervise effectively
- Self-directed, self-motivated, flexible
- Ability to understand and implement priorities in the face of competing demands
- Experience with Google Suite

### **Work schedule**

The position for the Operations Manager requires 40 hours per week, Monday through Friday. Flexible schedules may be available at times, with permission from the Senior Pastor. Applications are encouraged from people of any religious background, and membership in this or any congregation is not a prerequisite for the position.

### **To apply**

Please send a detailed email describing what interests you about this position and how your skills and background may be a good fit, along with a résumé detailing your experience and work history to [office@valleypreschurch.org](mailto:office@valleypreschurch.org). Compensation will be competitive and dependent on qualifications.

Thank you for your interest in Valley Presbyterian Church.