

PARK VIEW MENNONITE CHURCH

POSITION DESCRIPTION

Position: Operations Coordinator
Supervised by: Senior Pastor
Classification: Non-Exempt, part-time (20-25 hours weekly, occasional evening or weekend duty)
Effective Date: _____

Position Description: The Operations Coordinator is responsible to oversee production of official church communication pieces (bulletins, mass emails, newsletters, etc.); schedule and coordinate facility usage; schedule and coordinate facility upkeep; and in general to help coordinate work flow to keep the church office running smoothly.

Qualifications:

1. Committed to support the faith, values, mission, and vision of PVMC
2. Bachelor's degree preferred
3. Organizational skills
4. High degree of accuracy and attention to detail
5. Good writing skills; proficient in spelling, punctuation, grammar and proofreading
6. Fluency with office software, such as word processing, spreadsheets, mass email management, calendars, graphics editing, with strong ability to learn and use technology
7. Ability to prioritize and handle multiple tasks with little supervision
8. Ability to maintain confidentiality
9. Professional manner and attitude of service and helpfulness
10. Able to perform basic physical functions normal in an office work environment

Key Responsibilities:

1. Communications
 - Plan and provide for the production of weekly bulletin and email
 - Plan and provide for the production of publicity and promotional materials
 - In consultation with pastors, post content online as appropriate
 - Oversee office printing equipment and ensure supplies are available and organized
2. Facility Usage
 - Coordinate schedule for church facility usage, avoiding conflicts in time, space, and use of equipment, in accord with established policies of the congregation
 - Maintain record of rental agreements and be the primary liaison with groups renting space, and schedule PVMC personnel to be present for larger events
 - Work with pastors to assign classrooms and church facilities for regular Faith Formation meeting space and special activities
3. Facility Upkeep
 - Receive reports of maintenance needs, and decide who should address them. Keep record of existing maintenance needs, and when they get addressed.

- Maintain communication with the chair of the Building and Grounds Consultants
 - Assist with scheduling required inspections, and communicating with vendors and contractors when they need to address building issues
 - Serve as liaison with mowing services and snow removal services, contacting them when there are special needs, or when there is not timely mowing or snow removal
 - Periodically walk through the building with an eye toward areas that need attention, repair, or special cleaning, and report needs to the appropriate persons
 - In collaboration with other staff and volunteers, schedule an annual (or semi-annual) congregational clean-up and workday
4. Work with and alongside pastoral and program staff
- At weekly office staff meetings:
 - update pastors and staff on schedules and events
 - bring operational matters for group discernment and decision
 - Support the ministry of the pastors:
 - assist pastors with communications needs related to ministries they oversee
 - keep track of details for special events (funerals, music programs, etc)

Signatures:

_____ Date

Operations Coordinator

_____ Date

Senior Pastor

This position description is not a complete statement of all duties and responsibilities comprising your position. It is subject to periodic review and revision, after consultation.

updated September 2023