

**PENINSULA UNITED CHURCH
ADMINISTRATIVE OPERATIONS MANAGER JOB DESCRIPTION**

JOB SUMMARY:

Accountable to the Strategic Leadership Council, the Administrative Operations Manager plans and organizes operational duties for the efficient operation of the church. The work is generally done on-site at the Church Office.

FUNCTIONS/RESPONSIBILITIES:

Supervises and equips administrative and custodial staff, assigns tasks and responsibilities, monitors and evaluates performance.

Supervises and participates in the provision of clerical functions including reception, correspondence, policy manual updates, purchasing, scheduling, compilation of reports and directories.

Manages Congregational Data and Records, developing and maintaining church filing systems and databases.

Coordinates church communication activities, ensuring maintenance of the website, Church Hub, Face Book and other social media pages, and the preparation and distribution of the weekly email newsletter and other communiques.

Supports the worship life of the congregation, ensuring maintenance of the master Worship Schedule, preparation of worship bulletins and worship aids, maintenance of rosters and coordination of schedules of worship volunteers.

Assists the Treasurer to manage the financial and asset responsibilities of the congregation, including preparing annual budgets, managing administrative budgets and approving expenditures as delegated.

Coordinates the use of church property by external groups, including scheduling, negotiating contracts for on-going users and one-time rentals agreements according to church policy; trouble-shoot issues.

Attend regular Council Meetings and other meetings occasionally as required.

Other duties as assigned.

COMPETENCIES:

Demonstrated ability to...

- Communicate effectively orally and in writing. Convey information clearly and answer questions accurately and respectfully.
- Train, supervise, encourage and evaluate admin staff

- Plan, prioritize, and execute tasks in a logical and efficient order, with good time-management skills
- Use Microsoft Office, databases, Zoom, manage websites and social media, and use/learn software such as Constant Contact, Power Church, Canva, etc.
- Offer a welcoming presence to all who call or are present in the church office
- Work with basic financial systems and processes, including the compilation of reports and statistics
- Negotiate and manage contracts for basic building/property maintenance/repairs, and short and longer-term contracts for use of church property by outside organizations
- Initiate, within the scope of delegated responsibilities, proactive problem-solving

October 5, 2022