



CHRIST CHURCH CATHEDRAL

Episcopal | Historic | Vibrant

Job Title: Director of Operations

Hours: 35 hours/week

Reports to: Dean

The Director of Operations role is to execute the daily, weekly, and seasonal work of Christ Church Cathedral. Following the flow of congregational needs, financial and administrative oversight, and facilities management, this position serves the congregation through reliable presence, organizing, and oversight of groups, volunteers, contractors, and timely record keeping and reporting.

This position will work closely with the Dean, clergy team, Director of Music, Treasurer, and accountant to serve as a hub for internal and external church communications.

Who we're looking for:

We are looking for a problem-solving self-starter. This work is well suited for a detail-oriented, tech-conversant applicant with knowledge of community or congregational care. An ideal candidate is comfortable taking a phone call from a grieving family member seeking to make arrangements for their loved one, updating a baptism announcement on Squarespace, using (or learning) church-related vocabulary to make updates to weekly bulletins, arranging work with contractors, meeting with volunteer committees, coordinating a communications schedule, and troubleshooting any manner of unexpected problems. While it's rare to do all of the above on a single day, each of these is a common weekly activity. It is imperative that the person filling this position has the ability to set priorities, adjust as necessary, and respond effectively to urgent or emergency situations as they arise. They must exercise discretion at all times and respect confidentiality.

Success in this role depends on knowing when to say, "I don't know," when to call in extra help to get something done, and when to adapt your approach. Roughly 10 hours/week can easily be taken up by an unexpected occurrence - successful applicants will maintain organization and efficacy even as they troubleshoot the need of the week.

This position allows ample opportunity to champion a variety of projects and initiatives while receiving high support and collaboration from existing staff and leadership.

Operations – Work with clergy, church staff, and lay leadership for the successful execution of regular and special events. Ensure the function of the day-to-day office operations of the church, including preparing worship materials, updating parish website, regular financial reporting, and timely communication.

Facilities and Event management – Oversee all service contracts and serve as primary contact for non-profits renting space with the church. This position coordinates work done on the physical plant from cleaning to basic maintenance. The Director of Operations also provides regular administration of the online calendar ensuring space availability and building access.

Communication – Work with clergy, lay staff, and volunteers to ensure timely communication and publicity for parish events. This work involves developing our growing web presence, social media, email, and quarterly and weekly publications.

Human Resources – Act as an HR Generalist facilitating all employment processes including tracking time off, reporting hours to our payroll processor, managing insurance, compensation, and benefits.

Ministry – The nature of this position, while not a clergy role, is ministry. All people, members, visitors, staff, and contractors will be treated with utmost respect for their humanity.

Qualifications:

- Strong organizational and administrative skills
- Ability to work as a creative problem solver
- Good people skills and be a collegial team player
- Effective communication skills and is comfortable working with all ages
- Comfort with new technology
- Creativity, energy, and passion for growing our ministries and church
- A kind and caring presence that sees the position as a vocation and calling
- 3-5 years of work in office administration
- Familiarity with Google Drive, Gmail, Dropbox
- Familiarity with Microsoft Word, Excel

Preferred Qualifications:

- Experience with some or all of the following: Canva, Squarespace, Adobe InDesign, Zoom, Publisher.
- Knowledge of the ACS Church software is a plus
- Prior experience with congregational operations, either as staff or as a volunteer
- Bachelor's Degree or equivalent experience

Benefits:

Full Medical and Dental, Pension, Vacation

Starting Salary: \$42,000 - \$48,000

To Apply: Please submit a cover letter, resume, and list of references to the Dean at kas@christchurchcathedral.us and copy swarden@christchurchcathedral.us.

Christ Church Cathedral is an equal opportunity employer. We have a policy of non-discrimination based on race, color, gender and gender identity, sexual orientation, age, national origin, disability, marital or veteran status, religion, and any other status protected by law.