

Chief of Operations

Reports To: Senior Pastor

Direct Reports: Facility and Maintenance; Membership Development Coordinator, Church Business Administrator



Job Purpose

Purpose: The Chief of Operations Leads the operations team and oversees policies, procedures, facilities, technology, personnel, and public relations. **Status:** Part Time or 1099

Hours: 40 Hours per week

Benefits: Eligible for paid benefits

Reporting: Works independently under general direction of the Senior Pastor.

Chief of Operations Responsibilities

- The C.O organizes church resources, funds and people, to carry out the church's vision and mission.
- Leads with Biblical principles, communicating effectively and respectfully to the various leaders serving different ministries, to solve problems, and to motivate different departments in both congregations of the church.
- Responsible for integrating the church's DNA into its operations and managing processes with integrity and excellence.
- Strong in financial accounting and has working knowledge of personnel policies and procedures.
- Work with the Senior Pastor and his designee to establish systems which will facilitate the growth of the church.
- Advise and make reports to Senior Pastor on strategic issues including budget, staffing, and buildings.
- Strategize and seek additional resources and operations.
- Management of day-to-day resources/personnel
- Manage and secure vendors and develop appropriate contracts
- Manage purchasing, invoicing, equipment inventory.
- Manage use of the building, including all events and occasions
- Manage the cleanliness of facilities and grounds.
- Manage NHBC events held on and off-premises
- Develop and manage systems for sound, data and event management, communications, administration, and resources.
- Work with contracted and volunteer IT team to develop and manage computer systems and media.
- Facilitate staff efficiency and effectiveness
- Manage Ad-hoc projects as directed by the Senior Pastor
- Coach and train the staff team to make best use of their abilities and ensure a high level of support to the church.
- Develop processes that serve the staff team at NHBC.
- Maintains various types of files and databases for the senior pastor and church
- Works with publishers and others for any writing assignments
- Be responsible for heavy calendar management and coordination, requiring interaction with persons both internal and external to New Hope and the Senior Pastor
- Aids in preparation for meetings and events through the production of documents, handouts, reports, ordered meals, reminders, etc., as requested by the Senior Pastor
- Records meeting minutes, when requested, and assists in ensuring meetings proceed in a professional and timely manner.
- Takes initiative for new and special projects, as requested by the senior pastor
- Represents the Senior Pastor in dealing with members of the congregation, churches, and the community at large, as required
- Supports the Senior Pastor on Sundays and on preaching engagements as requested.

Qualifications, Criteria, and Required Character Attributes

- Bachelor's Degree in Business Administration, Education Administration, or Finance. Master's Preferred.
- Comprehensive knowledge, agreement, and adherence to the mission, vision, and core values of New Hope.
- Faithful and committed servant to New Hope, Pastors and Leadership.
- Christian lifestyle that is in harmony with clear Biblical standards.

- Support New Hope with your tithes and offerings.
- Agree to abide by all New Hope employee policies.
- Self-motivated, results-oriented, independent worker with the leadership skills necessary to engage and lead campus teams.
- Demonstrated leadership ability, including vision casting and strategic implementation
- Ability to recognize and develop future talent.
- Strong communication skills, both written and oral, at all levels.
- Ability to administrate and prioritize varied workloads, executing appropriate judgment and confidentiality.
- Continuous growth and development in the areas of church leadership, marketing and technology.
- Team player with positive, servant-motivated attitude.
- Have a heart for the house.

Application Process: Send Resume and Cover Letter to newhope@nhbcfamily.org or mail to Dr. George L. Parks, Jr., 1821 Edmonds St., North Little Rock, AR 72217.