

# INTERIM OPERATIONS DIRECTOR

## *Job Description*

### *Position Summary*

Christ Central Church is seeking a person to fill the full-time, temporary position of Operations Director from July 15 - early November, 2024. This person should have availability to work in the church office Monday - Thursday, 9:00 am - 4:00 pm, and Sundays for worship from 7:30 am - 1:00 pm.

### *Responsibilities*

- Internal logistics and operations: manage church database, event registrations, and other operational aspects for the church.
- Worship coordination: work with the diaconate, pastors, staff, sound and video crew, and volunteers throughout the week to make sure all appropriate pieces are in place for worship on Sunday.
- Staff support: proof published pieces like the weekly email, bulletin, church-wide emails, etc.
- Financial correspondence: work with the bookkeeper to process reimbursements, check requests, and other miscellaneous financial tasks.
- Many other duties as assigned.

### *Essential Requirements*

- Quick learner: this person will have a month of shadowing the current director before taking the reins on their own. They should be eager to learn new skills and processes and be able to adapt to changing situations.
- Highly organized: this role demands lots of multi-tasking and list-keeping. This person should be excited by the prospect of a day filled with 20 different to-dos.
- Computer-proficient: this role exists in large part in front of a computer. This person should be familiar and proficient with Google Suite and Microsoft Office suite, and have a high aptitude for learning new software and systems. Comfort with MacOS is a plus.
- Team player: this role is highly integrated with the rest of the staff team, intersecting with all of the ministries of the church to support their work. This person should be excited by working with others and keeping up with the changing requests and needs of others.

### *How to Apply*

To apply for this position, please send your resume and a few sentences about why you'd be a great fit to [meredith@christcentraldurham.com](mailto:meredith@christcentraldurham.com).



**CHRIST CENTRAL CHURCH**