

Operations Coordinator

CPC Vision

To boldly extend the invitation Jesus makes to us, to everyone.

Overview

The Operations Coordinator provides administrative support to the CPC room scheduling process and the Student Ministries department. This person will be successful when their management of tasks, details, and other behind-the-scenes support ensures forward facing ministry is running smoothly. This position will report to the HR & Operations Manager and the Director of Student Ministries.

PRIMARY RESPONSIBILITIES

- **Student Ministries Administrative Coordinator**
 - Organize all registrations processes for camps, retreats, programs, and events
 - Work with Student Ministries team and Communications team to manage all ministry communications (i.e., weekly/monthly emails & texts, brochures, mailers, CPC Life print magazine, announcements, newsletters, website info)
 - Assist with trip departure check-in for camps and events as needed
 - Manage Planning Center Online (PCO) database for Student Ministries team in order to maintain clean data; utilize PCO to help grow the ministry with students
 - Participate in Student Ministries team meetings, take notes to help create clear action steps and takeaways
 - Submit and manage room requests, set-ups, and building needs as needed for the Student Ministries team
 - Manage the volunteer process in PCO for program years; including but not limited to: services set up, signs-ups, background checks, and reminders

- **Room Scheduling Coordinator**
 - Maintain overall organization of room scheduling folders and the Calendar app on Planning Center Online (PCO) platform
 - Collaborate with other Operations team members: Director of Building & Grounds, Technical Director, and HR & Operations Manager to ensure we are prepared for all upcoming events being hosted at CPC
 - Coordinate with staff in scheduling and managing ministry events and activities
 - Communicate with both internal and external groups about scheduling rooms (via email, phone calls, and in-person meetings)
 - Create and send room reservation invoices on a monthly and as needed basis
 - Approve room requests
 - Create and edit room reservations
 - Manage annual scheduling timeline
 - Build and maintain relationships with group contacts

OTHER DUTIES

- Office administrative support including: workroom resources support, inventory back up support, step in for general support needed on other teams

OTHER DUTIES CONTINUED

- Maintain a basic understanding of the ministry-year schedule and ministry events taking place at CPC
- Meet regularly with the HR & Operations Manager and the Director of Student Ministries for feedback, development, and accountability
- Prepare for and attend weekly Operations team meetings
- Participate in and attend weekly Student Ministries staff meetings
- Attend CPC staff meetings and other staff events/retreats as determined by your supervisors
- Work and communicate effectively with staff, congregation, visitors, and vendors
- Assist in special projects related to room reservations and CPC events

MINIMUM REQUIREMENTS

- Actively pursuing a relationship with Jesus Christ
- Alignment with [CPC mission, values, and statement of faith](#) and [ECO Essential tenets](#)
- A working knowledge of Scripture and an active prayer life
- Desire to be working and using your skills in a church/non-profit setting
- Administrative work experience and a passion for behind-the-scenes ministry
- Strong organization, detail-orientation, and time-management skills
- Good communicator, listener, and relationship-builder
- Willingness to be flexible, ask questions, and help others learn
- Regular and reliable attendance to perform responsibilities of the position
- Ability to problem solve and think critically
- Working knowledge of Microsoft Office (Outlook, Excel, Word)
- Experience working on a team, being a team player, and being collaborative

PREFERRED REQUIREMENTS

- BA/BS degree relevant to operational work
- Leadership skills, abilities, and experience
- Basic understanding and experience working in a non-profit or ministry environment
- Self-starter with high level of work ethic
- Experience using Planning Center Online (PCO), CPC's database system

PHYSICAL REQUIREMENTS

- Ability to sit, walk, and/or stand for extended times.
- Ability to walk or move about in order to accomplish tasks
- Ability to occasionally lift, carry, and/or move 10-25 pounds
- Ability to perform tasks involving keyboard and computer monitor, requiring ability to grasp and utilize finger dexterity and visual acuity

POSITION REPORTING: Operations Coordinator reports to the HR & Operations Manager for operational and room scheduling responsibilities and reports to the Director of Student Ministries for responsibilities specific to Student Ministries.



HOURS: This is a full-time, non-exempt, hourly position, 32 hours per week. 15-18 hours/week allocated towards room scheduling and operations duties and 12-15 hours/week towards administrative support of Student Ministries. Monday-Friday work week.

This job description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested.

APPLICATION DETAILS: For further information, or to submit a resume and cover letter, please email: employment@cpcedina.org.