



## **Operations & Admin Coordinator job posting**

*This position is an hourly role (40 hours a week, Monday-Friday, generally 8:30a-5:00p but flexible) with benefits including health and dental insurance, retirement contributions by the employer, spiritual retreat days and other time off benefits, and more.*

### **The opportunity**

We are looking for someone with the natural wiring and strengths to support our operations team and organize admin support across our ministries. You will interact with many cultures each day and experience a variety of tasks. You will work at our 13 acre campus, located across the street from Nike World Headquarters in beautiful Beaverton, Oregon, where a vibrant intercultural congregation of over 1,000 people has grown over the last 75 years. Your ministry will build on what God has already been doing among us – especially through immigrants from South Korea and Central/South America who are a significant part of our congregation.

### **What you will be doing**

You will work closely with the Executive Director to collaborate across the organization to generally support our ministries with operations systems and administrative projects. This role is responsible for coordinating both paid and unpaid administrative assistants. You will be welcomed to contribute ideas that allow our entire staff to be more efficient while maintaining a human-centric approach to ministry.

### **Who you are**

You take great satisfaction from being productive and busy, but you enjoy working with others to achieve a goal. You can organize and prioritize but also have a flexibility when there are good reasons to adapt. You treat everyone fairly but know when to ask a supervisor about making exceptions to serve people. You take ownership of what you say you'll do. You find it easy to put your thoughts into spoken or written words. You see potential in others and encourage them. You are winsome, kind, and have an enthusiasm or drive that is contagious.

### **Qualifications (required)**

1. Experience with, or the ability to learn, specialized web-based church management and facility apps.
2. Proficiency in email, word processing, spreadsheets, and basic slide presentation software such as Microsoft Office or Google Suite.
3. Excellent attention to detail.
4. Good written and verbal communication skills with a demonstrated ability to make effective group presentations.
5. Strong organizational and time management skills.
6. Able to maintain a high level of integrity and display discretion in caring for people or handling sensitive information.
7. Strong teamwork and collaboration skills when working with others i.e. supervisor, other staff, volunteers, and vendors.
8. Ability to start, follow-up, and complete relevant project work.
9. Ability to complete multiple projects in a timely and effective manner, across multiple areas of ministry.



10. Able to creatively problem-solve when issues arise and elevate to supervisor when appropriate.
11. Consistently displays teachable humility and is self-motivated to increase knowledge and skill in areas of responsibility and then adapt as needed.
12. Able to functionally lead others i.e. can recruit volunteers, motivate them, and give them feedback.
13. Able to adapt and be flexible in response to changing priorities, deadlines, or interruptions.
14. Fluent in spoken and written English.

### **Qualifications (preferred)**

1. Completed courses in business administration, nonprofit management, graphic design, or finance.
2. Rich intercultural experiences.
3. Proficient in a second language, preferably spoken Spanish.
4. Graphic design experience.

### **General Qualifications for all staff at Village Church**

1. Profess personal faith in Jesus Christ as evidenced by spiritual growth and passion for God.
2. Model biblical integrity in this role. (Titus 2:7-8)
3. Model biblical leadership as an equipper. (Eph 4:11-13)
4. Model biblical community in relationships as described in the “one another” commands in Scripture.
5. Support a multi-staff and multi-cultural team ministry.
6. Be in full agreement with Village’s Doctrinal Statement, Church Covenant, and Mission Statement.
7. Understand and be willing to submit to Village’s Position Statements and Policies.

### **Job Responsibilities**

1. Provide administrative support to one or more ministries and coordinate the collaboration of three or more admin team members.
2. Manage assigned projects related to operations, including facilities, HR, and finance.
3. Continually care for, equip, develop, and deploy volunteers into growing leadership positions in relevant ministries.
4. Recruit/Train new volunteers through ongoing, effective orientation and placement. Ensure they understand and remain connected to Village’s mission.
5. Demonstrate wise stewardship of assets/supplies with supervisor’s input. Ability to do accurate budgeting and correction. Can consistently use finance systems.
6. Work with supervisor and communications team to ensure the congregation is informed of operations announcements while aligning with the tone and themes of Village Church. Provide communication about events to other relevant ministries.
7. Drive calendaring for cross-ministry integration and give adequate notification for communications, facilities, etc.
8. Welcome visitors by greeting them, via email, in person, or on the telephone. Efficient



in answering or referring inquiries.

9. Be available to assume any role assignment directed by supervisor as need arises.

**To apply, submit cover letter and resume to [ben+hiring@villagebeaverton.com](mailto:ben+hiring@villagebeaverton.com)**