



## Director of Ministry Operations

(Part-Time, 10 hours per week)

### Position Overview:

Hope Community Church is seeking a Director of Ministry Operations, responsible for overseeing and coordinating operational aspects of the church's ministries. This position plays a crucial role in ensuring the smooth functioning of programs, events, and administrative processes. The ideal candidate will be organized, detail-oriented, and possess strong communication and problem-solving skills.

### Responsibilities:

- I. Ministry Operations
  - A. Collaborate and communicate with pastoral staff, ministry leaders, and church members to support effective ministry operations
  - B. Coordinate and direct church events, including set-up/tear down, cleaning, childcare, food, etc.
  - C. Ensure smooth operation of Sunday morning services
- II. Communications
  - A. Assist in creating and distributing church announcements, reminders, and other church communications through a variety of platforms
  - B. Manage the church's online presence by updating the website, social media, and various online platforms
  - C. Assist in maintaining church membership process and volunteer scheduling
  - D. Communicate with volunteers and assist ministry teams in the areas of training, recruitment, and connection
- III. Administration
  - A. Manage supplies/inventory (ink, toilet paper, coffee, etc.) and oversee purchasing, bill pay, volunteer reimbursements, etc.
  - B. Work with leadership to develop and document policies and procedures for ministry areas
  - C. Assist in delegating maintenance of grounds, building, and duplex; oversee property maintenance and repairs, etc.

### Qualifications:

- A deep commitment to the Christian faith and alignment with the mission and values of Hope Community Church, ideally attending Hope as their home church.
- This candidate should enjoy and feel comfortable independently finding solutions to problems in uncharted territory
- Strong organizational and time management skills
- Excellent communication skills, both written and verbal
- Proven ability to lead and work effectively with volunteers
- Proficiency in using technology, including Google Suite, Microsoft Office, and other online communication platforms (Mailchimp, Slack, Canva, etc.)
- Previous experience in event planning, executive assistance, or ministry coordination is desirable

**Working Hours:**

This is a part-time position requiring approximately 10 hours per week, with potential for hours to increase over time. The specific schedule can be flexible, but some availability during weekends and evenings will be necessary to support ministry events and meetings. This position will also require some in-office work, based on need and availability.

**Compensation:**

The compensation for this part-time role will be commensurate with experience and qualifications.

**Application Process:**

Interested candidates may apply by submitting their resume and a cover letter outlining their relevant experience. The cover letter should also explain the candidate's alignment with the mission and values of Hope Community Church (which may be found at <https://hopewestnashville.com>). Applications should be sent to [admin@hopewestnashville.com](mailto:admin@hopewestnashville.com).