

JOB DESCRIPTION

Job Title: Campus Operations Coordinator

Manager/Director: Operations Director

Time Required: Monday – Thursday 9am-4pm, Weekend Services/Events as scheduled

Level: Full Time

Date Prepared: 7.2021

I. Purpose of the Job:

To provide oversight of the daily and weekend facilities and operational functions of Citygate Church in alignment with our ministry mission and vision.

II. Experience and Knowledge Required:

- Evident call of God on life to full time Ministry and to the vision/mission of Citygate Church
- Must be an independent self-starter with a sense of urgency, proven results orientation, initiative and an affinity for producing consistently high-quality work in a manner that exceeds expectations.
- Strong work ethic, commitment to excellence
- Exceptional interpersonal, verbal, written and organizational skills
- Projects a professional and confident image, able to handle a stressful pace
- Ability to handle confidential information
- Proven leadership skills with a steady, positive attitude, people-oriented, team player, customer service minded
- Ability to work in a fast paced, multi-task environment
- Strong administrative abilities and familiar with Microsoft Office Word, Excel, Power Point
- Detail oriented, creative, ability to learn new software applications

III. Essential Functions and Responsibilities:

- Oversee facilities custodial, grounds, maintenance, and expansion projects.
- Lead staff facilities team member(s) and drive care, training, development and results.
- Act as point of contact with all outside facilities vendors and supervise the purchase of equipment.
- Lead and oversee all building safety and security measures including the volunteer Safety Team, providing leadership, vision and care to operate in excellence.
- Serve as the Staff Liaison for the weekend Guest Impressions Team Leads: 1st Impressions and 2nd Impressions, providing leadership, vision and care to operate in excellence.
- Oversees event requests located at the church
- Oversee the church vehicle requests process
- Assist and serve when needed at events and other church functions
- Performs other duties as assigned

IV. Employee's possess and exhibit the following core values in their daily lives:

- Love for God
- Love for People
- Work Ethic that is excellent, protective and frugal with time and money
- Attitude of a servant, enjoyable to be with and devoted to the call of God and the Church