

Job Description – Director of Operations

Facility (35%)

- Organize the calendar of activities for the church and rental opportunities. Manage rental requests, complete rental agreements, ensure rental compliance, and collect payments including the sale of parking permits
- Oversee facility management related to operations, inspections, renovations, preventative maintenance, and capital expenditures.
- Monitor the security of the facility by maintaining keys, cameras, and keypad system.
- Review and award contracts that affect the facilities performance.

Staff Supervision (20%)

- Collaborate with all management staff to identify and deliver the required administrative support for the organization.
- Perform annual reviews of supervised employees.
- Ensure non-salary staff submit accurate timesheets with proper approvals
- Work with Lead Pastor in the hiring process.
- Manage external IT contractor to ensure our system is current, optimized and managed well.
- Support church wide events to support staff and ministry opportunities

Finance (15%)

- Collaborate with other staff to draft and implement an annual budget.
- Work with the Deacons to ensure fiscal excellence, good stewardship of church assets, and Occupational Health and Safety matters.
- Communicate with employee benefits providers annually.
- Participate in the Compensation Committee to review and recommend annual salary outcomes.
- Approve invoices, bank statements, expense statements, review financial statements, and collaborate with the bookkeeper to address any issues.

Records Compliance (15%)

- Manage the Weekly Attendance Records.
- Maintain the organization's administrative policies and procedures documents.
- Work with insurance company to ensure proper coverage.
- Communicate with the Canadian Center for Christian Charities (CCCC) to ensure organizational compliance and policy creation/support.
- Draft and distribute statistical reports, analyses, and exhibits to stakeholders and when required, to regulatory and government agencies.
- Ensure the organization's compliance with applicable health, building, zoning, and safety licensing and certification requirements.



Teamwork (15%)

- Contribute to team dynamics.
- Support the initiatives of fellow team members.
- Champion Staff Values (currently being implemented)
- Adhere to the Bethany Chapel's policies and procedures.

Goals

- Set annual goals with supervisor
- Achieved/exceeded yearly goals