WE ARE HIRING

OPERATIONS MANAGER

- FULL TIME, ON-SITE
- $60,000-$68,000 + BENEFITS
- STARTING JANUARY 1, 2027

JOB DESCRIPTION HIGHLIGHTS

- **Church Operations and Office Management** — Staff the church office and oversee day-to-day functioning of church operations
- **Facilities and Property Management** — Oversee and coordinate all building use, maintenance, and repairs; oversee building inspections and maintenance contracts; and manage relationships with vendors
- **Financial and Business Administration** — Work with Treasurer and Financial Secretary to coodinate routine administrative financial processes; assist Preschool Director in tracking tuition payments
- **Human Resources and Staff Coordination** — Serve as the administrative HR liaison and supervise direct reports
- **Systems, Records, and Ministry Support** — Ensure accurate record keeping (church calendar, Deacons Fund, membership database) and provide operational support to ministry teams



QUALIFICATIONS AND SKILLS

- Strong organizational, leadership, and project-management skills
- Strong communication and interpersonal skills
- Proficiency with Microsoft Office and ability to learn church software
- Ability to prioritize competing needs and manage project independtly

MORE INFO, QUESTIONS & APPLICATIONS

hiring@osuchurch.org