



Learn more about our church at: southtownbaptist.com

Job Title: Operations Specialist

To Apply: Send application to stb.bloomington@gmail.com

Application Deadline: This position will remain open until filled with applications being reviewed as they come in with the goal of hiring someone as soon as possible.

A. Overview: This is a new position that combines previously separate duties that had been shared among others. As such, while some of the duties may initially seem extensive, plenty of time will be allotted to getting programs started. Core responsibilities involve administrative duties, coordination, and records management in an independent and flexible environment. Applicants should view this position as a ministry calling and seek to have their excellent work glorify God as a form of worship.

B. Hours: Part Time (20-25 hrs with potential for more).

Weekly: Flexible work days: Mon-Thurs or Tue-Fri, 8-1.

Sunday morning: generally, 9:30-12:30.

Monday (or Friday) and Saturday off.

There are 2-3 events throughout the year which may require other, off-hour support.

C. Salary: Approximately \$25 per hour based on experience.

D. Reports to the Senior Pastor for Strategic Vision and Daily Supervision/Priorities **and to** the Church Council Chair/Designee for Setting Monthly/Yearly Goals.

E. Qualifications:

1. Active and growing personal relationship with Jesus Christ.
2. Lifestyle consistent with STB's/Southern Baptist Convention's Faith and Message.

3. Friendly and outgoing personality that reflects the Southtown staff well.
4. Ability to solve problems and serve others well without prompting.
5. Mid-level understanding of the Business Administration/Communications field.
6. Learn/Use in computer office suites, Google drive and social media platforms.
7. Learn/Use design software such as Canva and/or Adobe Creative Suite.
8. Courteous verbal, written communication skills.
9. Interpersonal and diplomatic abilities.
10. Organizational skills and management skills with attention to detail.
11. Flexibility and adaptability; able to pivot quickly and flourish in an ever-changing environment.
12. Takes initiative without usurping authority.
13. Maintains a high level of confidentiality and respects privacy.
14. Requests and quickly completes training as needed to grow in this position
15. Passes recurring background checks.
16. Having or obtaining membership in Southtown Baptist Church is preferred.

F. Working Conditions: Normal office environment. Can often be alone in the facility. Some activities, such as pastoral/event support, may be outdoors or outside normal office hours. There may be a few times a year that off-site event support will be needed.

G. Key Roles and Responsibilities:

1. Know the Pastor's Vision and align all efforts accordingly.
2. Update, coordinate, and maintain the Church calendar and gather information for upcoming events.
3. Supports weekly use of the conference room with services such as coordination, stocking with supplies, hosting (coffee/refreshments), note taking, and general cleaning.
4. Provide organization and coordination for Church weddings/funerals, associational/state convention events, and other large meetings. This may include acquiring information for facility and equipment use, coordinating itineraries/calendars, and collecting fees. Additionally, hosting, room set-up/tear-down, providing

coffee/refreshments as needed, assisting with registration, and other similar duties may be necessary.

5. Confidentially performs all responsibilities as assigned. This includes opening/closing facilities, answering phones/mail, creating weekly bulletins/slides/mail-outs, using filing systems, gathering/reporting information, and ensuring the offices present a professional appearance.

6. Helps produce weekly newsletters compiled of photos and articles supplied by staff and ministry team leaders. Quickly learns/uses Mailchimp/similar program.

7. Emails the online bulletin and sermon notes to the church database

8. Develops an ongoing, written procedures guide as position is learned so others can effectively fill in during periods of vacancy such as vacations.

9. Understand and can train others on how to open and close the facility lights and HVAC systems.

10. Understand and use the security system.

11. Understand the basic operation of the fire suppression system, specifically its alarm panels, fire sprinkler stand pipe, and how it is remotely monitored. Maintains and posts current emergency contact information.

12. Inventories, Orders, and Receives supplies for the church office, its custodians, and ministry teams.

13. Coordinates/schedules with maintenance/service technicians needing irregular access to the facility. Understands frequency of regular maintenance services such as custodial, lawn care and snow removal. Generally understands what acceptable service looks like and reports service interruptions/concerns.

14. Has operational knowledge of the office machines (copier, coffee maker, fax, etc...). Can show others how to use them, can perform basic maintenance or coordinate

repairs, and keeps areas clean and ready for use. Partners with the custodial staff to keep primary offices and the conference room clean and ready for use.

15. Establish and maintain good relationships with partnering/renting churches, the Minnesota-Wisconsin Baptist Convention, Twin Cities Metro Baptist Association, our associational partners, and other ministries that use our facilities. Maintains good relationships with our immediate neighbors.

16. Confidentially maintain and manage the church's membership/management database to its fullest extent.

17. Confidentially works with the Church Treasurer to create, use, and manage any assigned financial duties such as those associated with donor records. Maintains and protects small amounts of funds that come into the office.

18. Confidentially operate and manage background checks procedures and programs.

19. Maintains and updates key records such as business meeting minutes, project logs, expense reports, and contract lists. Logs and maintains senior pastor's expenses such as mileage, professional equipment, and other financial records as assigned. Develops and maintains an index of files. Develops, uses, and maintains a backup protocol for key electronic and paper.

20. Maintain written policies, such as for Facility Use, the Children's Ministry, Kitchen Team and the Building and Grounds Team. Recommends changes as needed.

21. Compiles, computes, and reports time card information on staff, custodians, and other personnel as assigned.

22. Knows location and purpose of key WIFI/other system components such as routers, repeaters, and modems. Can perform very basic troubleshooting and other operations as directed. Maintains a network component "map" for use by service technicians.

23. Creates or is provided content to post to the Church Website, Facebook, and other platforms, working with Communications Team.

24. Livestream Sunday morning services and interacts with viewers.

H. Guiding Documents:

1. Church Constitution and Operations Manual
2. Church Treasurer Policies
3. Facility Use Policy
4. Ministry Team Policies
5. Kitchen Procedures.
6. Insurance Policies
7. Map of Computer Network
8. Other guides as appropriate.