

## OPERATIONS ASSISTANT ROLE DESCRIPTION

The Operations Assistant uses his/her administrative, logistic, and operational skills to support the church ministry and ensure the Facilities team functions as effectively and efficiently as possible; completes administrative projects as directed; provides administrative support to the Operations Director; and oversees and manages all facility resource scheduling and support for the Event Services Team Events and Custodial Director.

## RESPONSIBILITIES

### Process and Reconcile Expense Reimbursements and Invoices

- Process invoices, coding to the appropriate locations

### Maintain Maintenance and Cleanliness on all CHCC/CHCS Vehicles

### Serve Staff and Volunteers by Administering the Electronic Management System (Scheduling System)

- Meet with church and school leadership and staff on a regular basis to communicate, review and approve requests for Shared Services resources
- Develop and provide helpful documentation for reference and accountability

### Utilize and Train Staff and Volunteers in the Use of Key Systems

- Event Management System
- Tracer Summit for scheduling HVAC

### Liaison for Scheduling Douglas County Sheriff Officers for Weekend Services and Special Events and Approving Monthly Invoices

### Model Servant Leadership and Exhibit a Helpful, Joyful Attitude

### Perform Other Duties and Tasks as Assigned

### Demonstrate a Commitment to Growth

- Receive and apply training and development from the Operations Director
- Attend Facilities Services training, development, and teambuilding events
- Attend All-Staff monthly meetings

**POSITION TYPE:** Full-Time, 40+ hours, Exempt