



## OPERATIONS DIRECTOR & EXECUTIVE ASSISTANT ROLE DESCRIPTION

The Operations Director positions the Highpoint ministry team for maximum impact by recruiting, equipping, training, shepherding, and leading the Administrative, Welcoming, and Security Teams; by using his/her operational, logistical, and communication skills to support effective ministry; by leading teams to plan, coordinate and execute special events, camps, and retreats; by creating, monitoring and executing high-impact ministry strategies, and by ensuring that all Highpoint volunteers are properly screened and approved prior to serving. The Executive Assistant ensures the Next Gen Director functions as effectively and efficiently as possible, managing all administrative projects and responsibilities to completion in a timely, thorough manner.

### RESPONSIBILITIES

#### Provide Calendaring, Administrative, and Operational Support to the Next Gen Director

- Ensure the Next Gen Director's calendar is updated, accurate, and slotted with the appropriate time needed to perform the most critical tasks
- Submit credit card reconciliations and expense reimbursement requests with receipts in a timely manner
- Ensure budgets within oversight stay below trend for year and flag any questions (monthly basis)
- Schedule meetings and manage arrangements/logistics for all meetings (food, supplies, materials, etc.)

#### Lead Highpoint Program Operations with Excellence

- Ensure excellence in logistical elements of the Highpoint program (i.e. handouts, illustrations, etc.) and events
- Develop a social media strategy to maximize impact and to increase engagement
- Create the Highpoint Insider to be impactful and engaging

#### Leverage Administrative Volunteer Team to Plan, Coordinate, and Execute Special Events

#### Lead Welcoming Team to Create Great Guest Experience and Effectively Integrate New Students

#### Partner with the Security Team to Maintain a Safe Environment

#### Ensure All Highpoint Volunteers Are Approved, Trained, and Onboarded Prior to Serving

#### Ensure Accurate, Timely Response to Communication Requests (Phone or Email)

#### Model a Growing and Vibrant Relationship with Christ

#### Demonstrate Commitment to Cherry Hills Community Church

- Accept and uphold CHCC's Essentials of Our Faith

**POSITION TYPE:** Full-Time, Exempt

**HOURS PER WEEK:** 40+