
Operations Coordinator

Direct Supervisor: Executive Director of Operations

Average Hours/Week: Part Time (20 hours per week)

FLSA Status: Not Exempt

General Vision

To provide administrative support to the Operations team, ensuring smooth functioning of the hospitality team and effective utilization of the church systems for enhanced ministry operations.

Essential Job Functions

1. Administrative Support:
 - a. Provide support to the Operations Team
 - b. Manage incoming requests, ensuring timely follow-ups and connections.
 - c. Collaborate with fellow coordinators to streamline workflow and communication.
 - d. Supervise the organization of the Staff Workroom
 - e. Ensure laundry in workroom is completed regularly
 - f. Maintain and update the Veritas Calendar regularly.
 - g. Lead data entry projects for church-wide events and functions.
 2. Hospitality Team Management:
 - a. Oversee administrative tasks for the Veritas Cedar Rapids hospitality team.
 - b. Be the Sunday point-person for the Hospitality Team, overseeing the check-in and assignment of volunteers.
 - c. Oversee Info Central and be point person for Sundays
 3. Event and Building Management:
 - a. Coordinate building usage, rentals, reservations and fees
 - b. Assist in organizing staff-wide, church-wide event & executive leadership events including scheduling and check-in processes.
 - c. Order cleaning supplies as requested.
 4. Human Resources Support:
 - a. Assist with job postings on various platforms.
 - b. Schedule interviews and coordinate communication with candidates.
 - c. Maintain and update the applicant tracking system.
 5. Finance Support:
 - a. Support in processing and counting of the church offering.
 6. Database Management:
 - a. Provide support in managing the church database system and training staff.
 - b. Generate periodic reports for review and analysis.
 7. Team Collaboration:
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- a. Attend Monday morning staff meetings and staff development days

Required Skills & Abilities

- Minimum 2–5 years of experience in administrative roles.
- Proficiency in Google applications and other web-based tools.
- Strong organizational skills with the ability to manage multiple projects simultaneously.
- High level of integrity, confidentiality, and reliability.
- Excellent communication, problem-solving, and multitasking abilities.
- Detail-oriented with a keen focus on accuracy.
- Resilient and emotionally steady.
- Quick learner, especially with new technology.
- Proven ability to lead and manage volunteers in a relational manner.

Education and Experience

- 2–5 years of previous experience with administrative work

Cultural Expectations

Employees of Veritas Church are expected to:

- Be a pacesetter in life and work, leading out in what we ask those within the church to do.
- Be a member of Veritas Church, or become a member and actively participate in a Connection Group.
- Agree with the [mission, values, and beliefs of Veritas Church](#).
- Possess and demonstrate the biblical qualifications of a leader in the church. For a more detailed explanation of expectations, please review the [Characteristics of a Staff Leader](#).