

## Hopevale Bay City Operations Director (20-25 Hours/Week)

### GENERAL DESCRIPTION

Provide oversight for campus operations, special projects, and events for Hopevale Bay City

### KNOWLEDGE, SKILLS, AND ABILITIES

- Proven team builder with the ability to equip people for the work of ministry
- Excellent communication skills with ability to organize ideas, delegate responsibilities, implement processes, and bring plans to completion
- Motivated, entrepreneurial self-starter, with an ability to multi-task and manage time well

### EDUCATION/EXPERIENCE

- Previous ministry experience with at least two years of ministry leadership is preferred

### LEADERSHIP RESPONSIBILITIES

- Envision, equip, empower and encourage volunteers
- Engage with weekly Bay City Team Meetings and bi-weekly 1on1's with Campus Pastor
- Direct campus operations, including: coordination with central services, Sunday set up, oversight of Bay City Ministry Center, volunteer communications, enlistment and orientation
- Provide operational support for GroupLife, Men's Ministry and Women's Ministry in Bay City
- Develop expertise in database use and volunteer scheduling
- Manage special projects and events, including: Get to Know Hopevale, Group Connect, Find Your Place, Love Your City and Community Outreach Events
- Other duties as assigned

### LEADERSHIP REQUIREMENTS

- Must exhibit an authentic and contagious relationship with Jesus, and able to embrace and agree with Hopevale's statement of faith available at [hopevale.org/what-we-believe](http://hopevale.org/what-we-believe) .

### ORGANIZATIONAL RELATIONSHIPS

- Report to: Bay City Campus Pastor
- Work with: Central Services Staff, Bay City Team
- Work schedule: Varied office hours M-Th; Sundays (6+ hrs); some nights and weekends