

Join Our Team – Church Operations and Community Manager

Job Title:	Church Operations and Community Manager
Reports to:	Lead Pastor
Location:	Surry Hills
Remuneration guide:	\$55,000 – \$75,000 pa
Special Conditions:	Full time (part time may be considered)

Vine Church exists to connect people to the life, love and freedom found in Jesus Christ. Over the past ten years, we've grown from a church plant meeting in a house to an exciting and vibrant community with over 250 people gathering each week. We love Jesus and are passionate about seeing him change lives.

1. Position Purpose

Vine Church is seeking to employ a responsible and proactive Church Operations and Community Manager to be responsible for engaging our church members and local community, and for ensuring the smooth daily operations of the church.

2. Main Responsibilities

The Church Operations and Community Manager will play an integral role in implementing the mission of the church so that we continue to connect people to the life, love and freedom Jesus offers.

A. Community Manager – People Focused

Engagement

- Plan and execute church events, which include Church Weekend Away, Christmas, Easter, Mother's Day, Father's Day, AGM.
- Arrange and coordinate event support services, such as collateral and signage, facilities set up, catering, RSVP and registration, audio-visual equipment, access and orientation, trouble-shooting, volunteer and support staff management, guest interactions and post-event follow up.

Communications

- Manage and execute all aspects of church internal communications and publications, including design and distribution.
- Manage and execute all aspects of external communications including strategy and implementation of print, online and social media for optimal engagement with target demographics.

B. Operations Manager – Process Focused

Administration

- Manage daily operations and deliver administration support to ministry staff.
- Work with the church bookkeeper to ensure bills are paid and accounts are up to date.
- Provide timely and accurate reporting to the wardens.

Systems

- Analyse current systems so back-of-house operations are efficient, robust and process-driven.
- Implement and monitor church policy and procedures.
- Manage and maintain effectiveness of IT and other essential business systems.

Facility

- Maintain and organise a well-functioning and secure church, hall and office.
- Work with wardens to oversee leasing and maintenance of residential and church properties.

In addition, the Community and Operations Manager will be expected to cultivate, maintain, and grow a culture of improvement, efficiency, professionalism, and creativity within the organisation.

3. Qualifications

- Authentic and tested faith in the risen Lord Jesus as our only saviour and hope.
- Experience in running quality events with a team of staff or volunteers.
- Experience in organisational communication, including social media, graphic design, project management,
- Experience in running an office or organisation.
- Excellence in professional skills such as clear written and verbal communication, time-management, organisation, and systems thinking.
- Able to manage organisational complexity and solve problems.
- Able to build rapport and negotiate conflict between parties in a decisive, calm and disarming way.
- A track record of expertise in continuous improvement of organisational systems and processes towards efficiency, simplicity and efficacy.
- Strong computer skills and ability to operate office equipment.
- Committed to the vision and mission of Vine Church.

Desired

- Graphic design experience and proficiency in Adobe Creative Suite.
- An active member of Vine Church (or willing to become one).
- Experience with Xero accounting software.

4. Special Conditions

Remuneration will be based on the experience and qualifications of the applicant and can be discussed with the Lead Pastor at time of application.

For expressions of interest, please send your resume to jobs@vinechurch.com.au.

Position start date is fully negotiable for the right candidate.

Applications close 31 October 2021.