



## **Ministry Leadership -- Job Description (FT) Director of Hospitality & Operations**

### **General Personal & Spiritual Qualifications**

1. Profess personal faith in Jesus Christ as evidenced by spiritual growth and passion for God.
2. Model the biblical qualifications of an elder. (1 Tim 3:1-7, Titus 1:6-9, 1 Peter 5:1-3)
3. Model biblical integrity in all things. (Titus 2:7-8)
4. Model biblical leadership as an equipper. (Eph 4:11-13)
5. Model biblical community in relationships as described in the “one another” commands in Scripture.
6. Support a multi-staff and multi-cultural team ministry.
7. Be in full agreement with Village’s Doctrinal Statement, Church Covenant, and Mission Statement.
8. Understand and be willing to submit to Village’s Strategic Plan, Position Statements, and Policies.

### **Ministry & Job Specific Qualifications**

1. Possesses 3-5 years of experience in project management and the ability to oversee facilities improvement projects involving contractors and volunteers.
2. Prefer construction oversight experience and ability to solicit outside work from and manage design professionals such as planners, architects, engineers and construction personnel.
3. Prefer proven ability to recruit, train and lead volunteer teams.
4. Management experience or equivalence which demonstrates ability to delegate and supervise a small team.
5. Proven ability to research and report findings in a clear manner, either in writing or verbally.
6. Good organizational skills.
7. As the face of the church to many people, has a winsome personality and consistent “can do” attitude.
8. Ability to use basic computer or phone apps and software i.e. email, instant messaging/texting, spreadsheets, and documents. Prefer experience with Gmail, Google Drive, Slack, Google Sheets (or Excel), and Google Documents (or Word).
9. Experience managing a budget of \$250,000 or more.
10. Prefer knowledge of and experience with Washington County and City of Beaverton planning and building staff and jurisdictional permit processes.
11. Prefer a broad understanding of organizational issues, specifically finances, facilities, management, and operations.
12. Prefer a degree or completed coursework in communications, finances, business, international relations or something similar.

13. Must be able to lift at least 55 lbs and possesses physical dexterity.
14. Ability to use various types of equipment and chemicals that could be hazardous if handled improperly.
15. Work a minimum of 40 hours per week.

### **Primary Job Responsibilities**

#### **(1) Manage Special Projects and Facilities improvements**

- a) In collaboration with the Executive Director, lead special remodeling or construction projects to improve facilities
- b) In collaboration with the Executive Director, Lead Pastor(s) and Associate Lead Pastor, complete occasional research projects for campus improvements
- c) Drive the long-term vision for the campus in collaboration with other staff and the Village Council

#### **(2) Lead teams of volunteers focused on hospitality**

- a) In collaboration with Executive Director and Facilities Managers, oversee Emergency Response Team and other security volunteers
- b) Coordinate and support the Sunday Hosting Team
- c) Recruit and train volunteers for other teams as needed

#### **(3) Manage Facilities maintenance**

- a) Oversight of a small team of facilities and custodial staff
  - i. Develop ministry goals, strategy and expectations for this team
  - ii. Create personal development plans for each staff member
- b) Decision making, in collaboration with Co-Facilities Managers and Executive Director, about facilities maintenance choices
- c) Support our maintenance model of using volunteer support by recruiting, discipling and overseeing volunteers in landscaping, cleaning / room set-ups, and maintenance (repairs / campus improvements)
- d) In collaboration with facilities staff, responsible for all paperwork including vendor bids, contracts, and expense reports

### **Relationships**

1. Reports to Executive Director
2. Receives an annual review from Executive Director according to the review policy established by the Personnel Commission.
3. Must be in a "soul-care" relationship, where continued spiritual formation is the aim.
4. Utilize provided funds to propose and pursue continuing education opportunities including seminars, experiences, or classes.

***To apply, submit cover letter and resume to [ben+hiring@villagebeaverton.com](mailto:ben+hiring@villagebeaverton.com)***