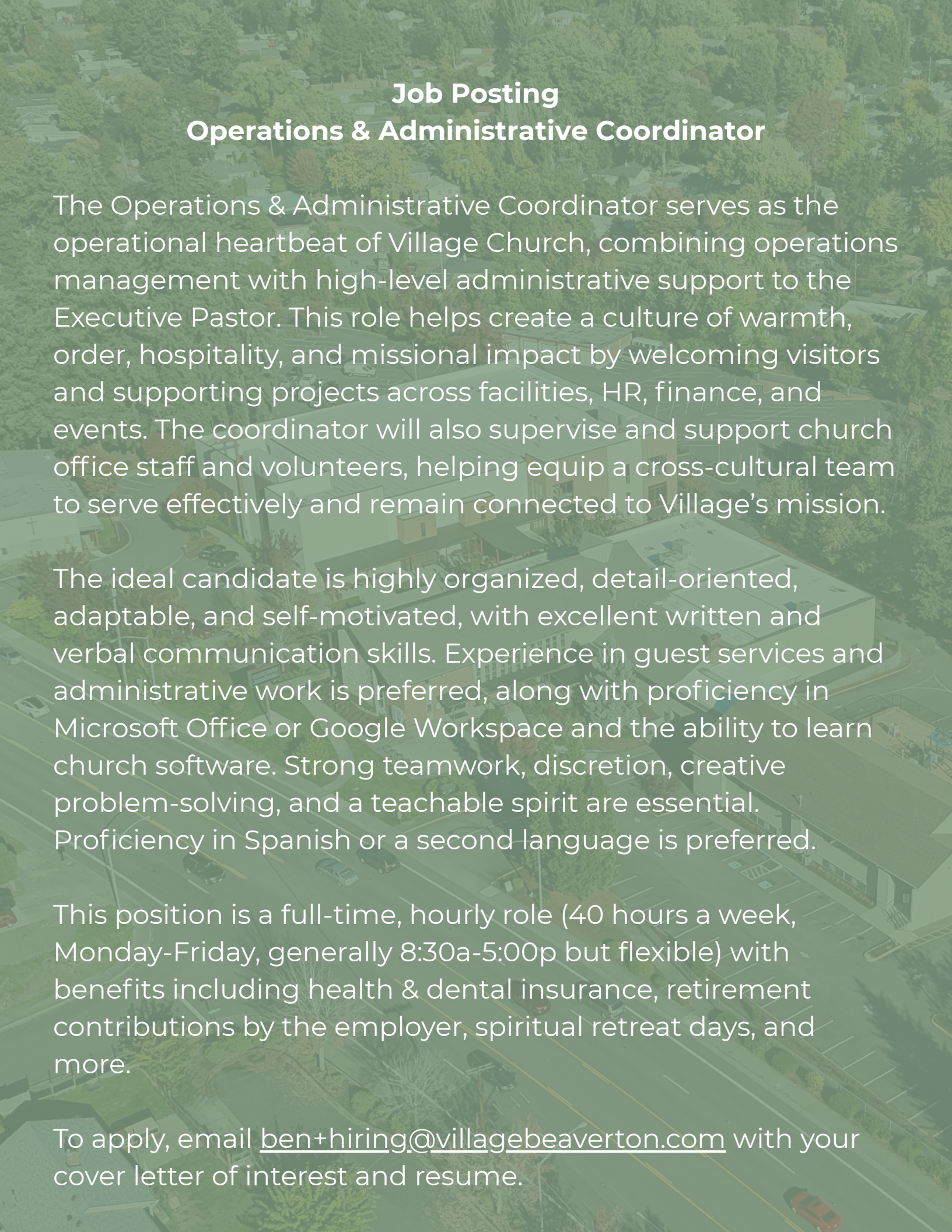


Operations & Administrative Coordinator





Job Posting

Operations & Administrative Coordinator

The Operations & Administrative Coordinator serves as the operational heartbeat of Village Church, combining operations management with high-level administrative support to the Executive Pastor. This role helps create a culture of warmth, order, hospitality, and missional impact by welcoming visitors and supporting projects across facilities, HR, finance, and events. The coordinator will also supervise and support church office staff and volunteers, helping equip a cross-cultural team to serve effectively and remain connected to Village's mission.

The ideal candidate is highly organized, detail-oriented, adaptable, and self-motivated, with excellent written and verbal communication skills. Experience in guest services and administrative work is preferred, along with proficiency in Microsoft Office or Google Workspace and the ability to learn church software. Strong teamwork, discretion, creative problem-solving, and a teachable spirit are essential. Proficiency in Spanish or a second language is preferred.

This position is a full-time, hourly role (40 hours a week, Monday-Friday, generally 8:30a-5:00p but flexible) with benefits including health & dental insurance, retirement contributions by the employer, spiritual retreat days, and more.

To apply, email ben+hiring@villagebeaverton.com with your cover letter of interest and resume.



Job Description Operations & Admin Coordinator

General Personal & Spiritual Qualifications

1. Profess personal faith in Jesus Christ as evidenced by spiritual growth and passion for God.
2. Model biblical integrity in the role and duties of the job. (Titus 2:7-8)
3. Model biblical community in relationships as described in the “one another” commands in Scripture.
4. Embrace Village's Mission, Vision, and Values – modeling a commitment to helping the church realize these goals.
5. Support a multi-staff and intercultural team ministry.
6. Be willing to honor and respect Village's Confession of Faith, covenant, position statements, and policies.

Job Specific Qualifications

1. Experience providing guest services via email, telephone, and in person.
2. Experience with, or the ability to learn, specialized web-based church management and facility apps.
3. Proficiency in email, word processing, spreadsheets, and basic slide presentation software such as Microsoft Office or Google Suite. Graphic design experience preferred but not required.
4. Excellent attention to detail.
5. Strong written, verbal, and organizational skills.
6. Able to maintain a high level of integrity and display discretion in caring for people or handling sensitive information.
7. Strong teamwork and collaboration skills when working with others i.e. supervisor, other staff, and volunteers.
8. Ability to launch, follow-up, and complete projects effectively across multiple areas of ministry.
9. Able to creatively problem-solve when issues arise and elevate to supervisor when appropriate.
10. Consistently displays teachable humility and is self-motivated to increase knowledge and skill in areas of responsibility and then adapt as needed.
11. Able to adapt and be flexible in response to changing priorities, deadlines, or interruptions.
12. Proficient in spoken and written English, and preferred second language like Spanish.

Primary Job Responsibilities

A combination of church operations manager and executive assistant, you will serve as the operational heartbeat of our intercultural church, transforming everyday administrative tasks into a culture of warmth, order, and missional impact. Reporting directly to the Executive Pastor, you will be directly accountable for keeping core operations running seamlessly, including support for facilities, HR, and finance projects. You will set the tone for hospitality by warmly receiving church office visitors and inquiries, while actively recruiting, training, and



empowering a cross-cultural team of office staff and volunteers to ensure they remain deeply connected to our mission. Success in this role means masterfully coordinating church-wide systems and providing adaptable, high-level administrative support whenever new operational needs arise.

Job Duties

1. Show hospitality by warmly welcoming church office visitors, and providing helpful responses to email and phone inquiries.
2. Collaborate closely with the Executive Pastor, providing administrative and organizational support.
3. Supervise and support church office staff and volunteers.
4. Manage assigned projects related to operations, including facilities, HR, and finance.
5. Equip and develop volunteers through training, and ensure they remain connected to Village's mission.
6. Demonstrate wise stewardship of assets/supplies with supervisor's input. Maintain accurate budgets, make corrections, and submit expense reports.
7. Help ministries plan and coordinate events throughout the year, ensuring clear communication and scheduling.
8. Be available to assume any role assignment directed by supervisor as need arises.



Missional

Intercultural

Community in Christ

