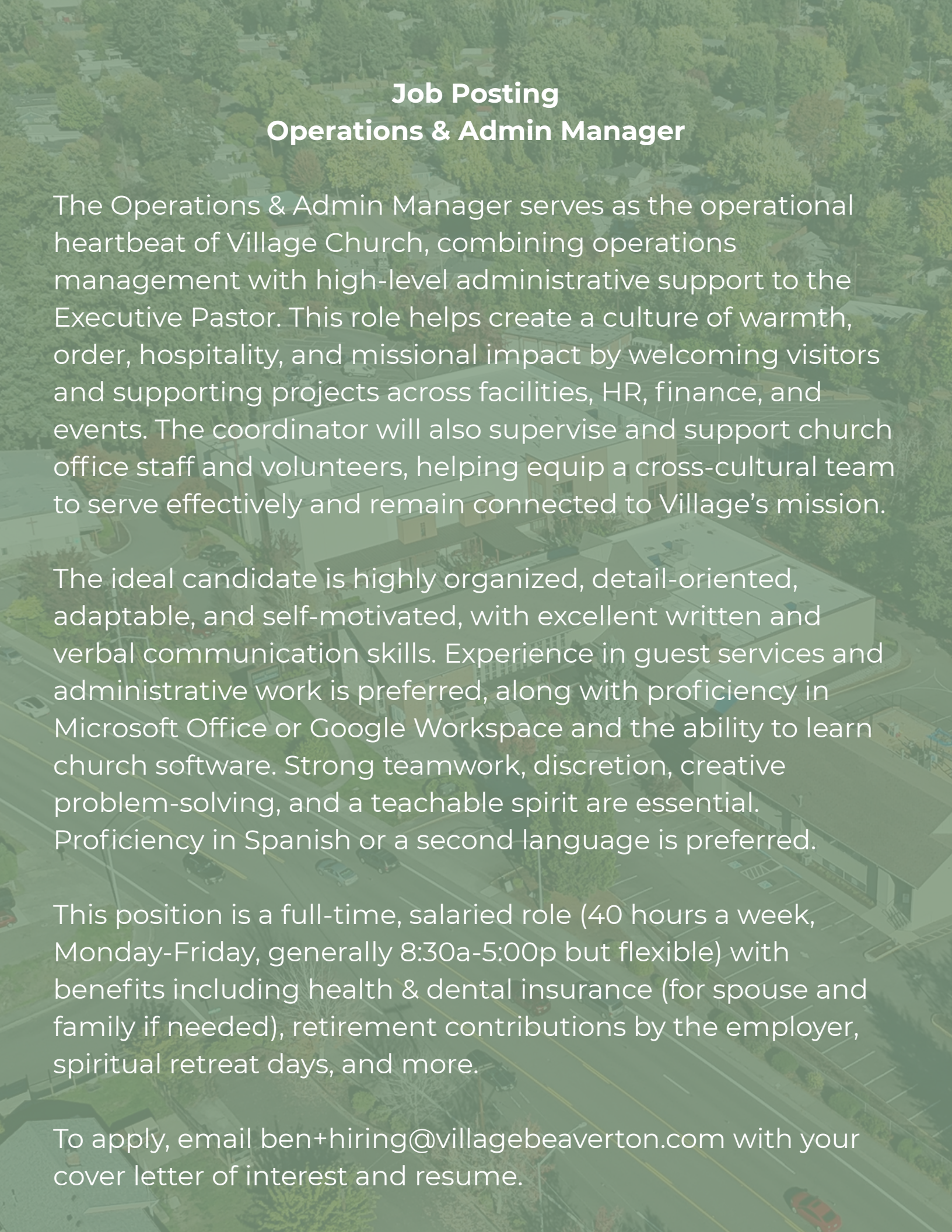


Operations & Admin Manager





Job Posting

Operations & Admin Manager

The Operations & Admin Manager 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, salaried role (40 hours a week, Monday-Friday, generally 8:30a-5:00p but flexible) with benefits including health & dental insurance (for spouse and family if needed), 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 Manager

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. Strong problem-solving and organizational skills with high attention to detail and proven ability to elevate to supervisor when appropriate.
2. Ability to launch, follow-up, and complete projects across multiple areas of ministry.
3. Able to maintain high discretion and integrity in caring for people or handling sensitive information.
4. Strong leadership and supervisory skills to equip staff and volunteers.
5. Strong teamwork and collaboration skills when working with others i.e. supervisor, other staff, and volunteers.
6. Experience compiling organizational budgets and tracking departmental spending.
7. Strong proficiency with church management/database systems, Google Workspace, Microsoft 365, and/or cloud-based HR/payroll software platforms.
8. Proven ability to learn new technology quickly and manage system access, data, and routine troubleshooting.
9. Consistently displays teachable humility and is self-motivated to increase knowledge and skill in areas of responsibility and then adjust as needed.
10. Able to adapt and be flexible in response to changing priorities, deadlines, or interruptions.
11. Strong in spoken and written English, and preferred second language.

Preferred Qualifications

1. Bachelor's degree in Business Administration, Organizational Leadership, Management, or equivalent experience.
2. 5+ years experience in nonprofit operations, or administrative and office management.
3. Proven track record with analytics, managing commercial property insurance renewals, employee health benefits programs, and/or vendor contracts.

Primary Job Responsibilities

Serves as the operational heartbeat of our intercultural church, managing central administrative systems, IT infrastructure, vendor relationships, HR operational workflows, and annual budget compilation. You will transform everyday administrative tasks and church-wide systems into a culture of winsome and missional impact. You and several direct reports 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 volunteers. You will keep core operations running seamlessly, including support for facilities, HR, and finance projects. Reporting directly to the Executive Pastor, this role establishes administrative order and operational efficiency while always showing kindness.



Job Duties

Systems, IT & Vendor Oversight

- Oversee organizational IT software licenses, copiers, telecom, internet, and office technology infrastructure.
- Manage non-facility vendor bids, contracts, and service agreements to ensure stewardship, including tracking of utilities usage.
- Coordinate cross-departmental scheduling and oversee the room booking system for campus events.

Budgeting & Financial Logistics

- In collaboration with the Executive Pastor and ministry heads, compile, organize, and plan the church-wide annual operating budget.
- Support special fundraising campaigns, grant reporting, and other financial projects.

Insurance, HR & Compliance Administration

- Manage operational HR workflows: new-hire onboarding checklists, desk setup, tech access, personnel file maintenance, and offboarding.
- Manage annual commercial property insurance policies, liability coverage, and claims processing.
- Lead annual open enrollment and administration for employee health, dental, vision, life, and retirement benefits as well as housing allowance for clergy.
- Launch and administer a digital self-service time off and attendance tracking platform.

Staff Supervision, Church Office Management, & Other

- Supervise, support, and conduct performance evaluations for the Event & Facility Scheduler and at least one Administrative Specialist.
- Ensure warm hospitality and administrative responsiveness across church office operations.
- Be available to assume any role assignment directed by supervisor as need arises.



Missional *Intercultural* **Community in Christ**

