

Function: To manage the day-to-day operations of the Church facility and business operations. This person is to perform the listed job responsibilities or to organize and coordinate other members of the congregation, where appropriate and feasible, in the accomplishment of these tasks. This position reports to the Minister.

Ideal candidate is a positive people person with versatile interests and abilities. He or she is persuasive without being controlling, is physically fit and able and willing to do physical work and is highly organized. This individual embraces and utilizes technology now (ideally Microsoft Office), learns new technology easily and has demonstrated successful team leadership.



Specific Job Responsibilities:

- Physical Plant Management

Overview: This part of the job will require the AD to coordinate and supervise people as well as perform many tasks personally.

- Be responsible for all aspects of the church building, equipment, supplies, and grounds
- Manage / supervise contractors
- Identify and recommend appropriate capital improvements
- Ensure facility is prepared for all Sunday activities and weekly rentals

- Rental Management

Overview: It will require the AD to be personally involved in the tasks to run the rental business successfully, using the assistance of volunteers where appropriate.

- Manage the church's rental and leasing operations (known as "The Empowerment Center"), including promotion, rental scheduling, customer inquiries, coordination of space usage, and customer satisfaction
- Negotiate annual lease terms with long-term tenants, as appropriate

- Communication Management

Overview: The AD's responsibilities is that the AD will accomplish the tasks listed below or utilize volunteers to do the work.

- Manage the church's communication channels to assure all pertinent information is collected, coordinated and disseminated
- Direct communications to the Minister where appropriate
- When in the building, answer the church phone and respond to requests for information
- Utilize technology such as Microsoft office and other software.

- Financial Management

Overview: This aspect of the AD's responsibilities is to assist the Treasurer and the Bookkeeper in assuring financial policies and procedures are implemented

- Supervise Bookkeeper
- Assure "checks and balances" and transparency in all financial processes