



POSITION: Director of Operational Logistics

REPORTS TO: Executive Director of Operations

PURPOSE STATEMENT

To help people live Jesus-centered lives by facilitating and supporting the ministry of Grace Fellowship

EMPLOYMENT STATUS & HOURLY REQUIREMENTS: Full-time, 40+ Hours Weekly, Weekend responsibilities.

POSITION RESPONSIBILITIES

- Ensures that all operational standards are in place and being executed across all campuses by establishing a strong partnership with facilities, campus leadership, and Innovative Ministry.
- Lead and support all logistical setup and teardown of spaces for all ministry events.
- Directly and indirectly manages all operations teams; event, decor, custodial, paid, and volunteer staff members.
- Recruit, equip, and encourage a team of leaders to assist the operational needs of Grace Fellowship through these existing teams: Weekend Operations, Safety Services, and Custodial Teams.
- Develop future teams as ministry needs present themselves.
- Become the subject matter expert of eSpace, the master calendar of all events at Grace Fellowship.
- Work with Campus Administrators for final approval on all internal events.
- Communicate with, evaluate, and maintain relationships with outside vendors and contractors that are utilized to maintain our spaces.
- Create and maintain adherence to all budget lines assigned to you by the Executive Director of Operations.
- Ensure execution of all branding elements across the campuses through decor packages, signage, furniture, etc.
- Execute all labor-intensive tasks relating to the opening of a new campus.
- Weekend Operations support

REQUIREMENTS AND QUALIFICATIONS

- Passion for a local church focused on reaching a local community
- Honors and models the Staff Code values of Hungry, Healthy, and Humble and teaches/coaches others to do the same
- Loves Jesus, submits to the truth of the Bible, lives with integrity, and strives for Jesus-centered living
- Commitment to the Statement of Faith of Grace Fellowship through partnership

- Availability: Work flexibility is necessary that could require late evenings and early mornings, based on events and seasons.
- Physical requirements: Must be able to lift 75 pounds.
- Skills needed: Strong problem-solving skills with the ability to think on your feet in fast-paced environments. High focus on customer service that generates a win-win outcome. Strong collaborative/interpersonal skills with the ability to work effectively in cross-functional teams. Proficient in creating and documenting clear operating procedures (SOPs).
- Attitude and outlook: must be ministry-minded and people focused. Must be able to recruit, shepherd volunteers, coordinate with multiple ministries, and work with the team and mission in mind.

POSITION EXPECTATIONS

1. Positive feedback from staff as it pertains to turnaround time, communication, and execution of projects.
2. Positive feedback from staff and partners as it pertains to building conditions, usage, and availability.
3. Effective utilization of volunteers to build community in our campuses, and to offset operational costs