

GRACE COMMUNION INTERNATIONAL

JOB DESCRIPTION

JOB TITLE: Operations Coordinator

DEPARTMENT: President's Office

REPORTS TO: President

SUMMARY: Assists President in providing support to our GCI Superintendents and Regional Directors (US and International). Is knowledgeable and supportive of employer vision and mission, and a key member of the management team.

ESSENTIAL FUNCTIONS:

- Coordinator of the President's Office and ongoing interaction with GCI leaders.
- Cohesively works with GCI leadership team to preserve alignment of ministry vision and corresponding systems and strategies.
- Assists President in planning and management of GCI leaders with a specific emphasis on service to the Superintendents. Organize and attend regular video conference calls.
- Works with GCI leaders to prepare annual budgets for President, Church Administration & International departments, while maintaining balanced budget throughout all departments. Special attention given to the GCNext Fund for appropriate initiatives and activities.
- Coordinate Denominational Celebration.
- Primary host for Home Office workshops and seminars.
- General support for US Field Pastors and Facilitators.
- Coordinates the closing of fellowship groups.
- Works closely with Human Resources department in the employment needs of GCI field employees.
- Files IRS updates for church closures and name changes.
- Maintains the GCI master calendar.
- Maintains and updates manuals.
- Provides monthly report to President and Superintendents, on the final day of the month, with the ministry highlights/challenges from that month.

SUPERVISORY RESPONSIBILITIES:

This position serves as point person for conferences and seminars sponsored from the Home Office. The Operations Coordinator advises and guides GCI Superintendents, Regional Directors, National Ministry Leaders and Field Pastors in matters related to GCI compliance.

QUALIFICATIONS:

REQUIRED:

- Membership in a GCI church is required, any exceptions must be Board approved.
- Bachelor's degree.
- Clear understanding of GCI vision and theology.
- Advanced computer skills for the maintenance of church records.

- An efficient communicator to maintain communication flow between Home Office departments and GCI field.
- An awareness and sensitivity to the international culture of GCI.
- Capacity to oversee multiple budgets and maintain alignment with denominational direction.
- An outstanding administrator that helps other leaders maintain compliance with GCI standards.
- Event planning skills and GCI representative with outside corporations.

PREFERRED:

- Ordained Elder in GCI.
- Grace Communion Seminary Master's Diploma.
- Exposure to serving in various GCI Home Office roles.
- Professional development in the areas of management skills, people skills, and event planning.

COMPETENCIES:

- Project Management: ability to plan alongside the President and then work through logistics and details to execute.
- High capacity to work on multiple projects.
- Spiritual Discernment: To seek and determine God's will for the good of the organization and the leaders being served.
- Business Acumen: Especially related to the creation and management of budgets.
- Communication Proficiency: To provide clarity in all matters GCI between the Home Office and field ministry.
- Ability to work cross-departmentally within the Home Office staff.
- Results-Oriented: Knowing where and when to invest energy and resources.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- This job partially operates in a professional office environment but requires occasional travel. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.
- This is primarily a sedentary role however, the occasional travel requires the ability to pack, carry, lift and move heavy luggage with amenities and accessibility varying between airports and countries. Frequently required to lift/push/carry items up to 50 pounds.
- This is a full-time position which occasionally requires working during evenings and weekends and between varying time zones.
- Salary range: \$55,000 - \$65,000 annual plus benefits.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.