



Operations Coordinator

Reports to: Director of Operations

40 Hours per week – full time

A typical week will be Monday – Friday 8:00am to 5:00pm. Weekend and evening events will require occasional flexibility in scheduling. Including, but not limited to Fall Kick-off, Christmas & Easter Services.

The Operations Coordinator will be responsible for supporting all ministry activities through data systems, event coordination, office management duties, recruiting, training, and leading administrative volunteers. This role will require keen attention to detail, a heart for leading volunteers and a desire to help the team of Prairie Heights accomplish our mission and vision.

What's your WHY?

Do you enjoy helping people accomplish their goals? Would you find satisfaction in supporting events, activities and ministries that help people connect and grow with God? Would you be excited to bring others along with you to learn and grow in a team of volunteers? The Prairie Heights Operations Coordinator will be a person who enjoys a fast pace, thrives in seeing and attending to the small things and understands the value of high quality, consistency, efficiency, attention to detail, and world class environments.

Required Qualifications

- Ability to solve problems where limited instructions exist.
- Demonstrated customer service experience and skills.
- Experience leading a team.
- Experience with Microsoft tools such as SharePoint, Outlook, Excel & Word.

Preferred Qualifications

- Experience in office management including but not limited to scheduling, working with data, reporting, purchasing, and reception.
- History of working with volunteers including recruitment and development.
- Event planning and coordinating.
- Experience with Trello, or other Project Management systems.

What will you and your volunteers do?

Ministry Support in at least the following areas:

Office

Provide and complete routine functions, e.g., data entry, welcoming office guests, answering phones, accepting, and distributing deliveries of mail and packages, stocking and organizing office & kitchen supplies, managing keys, and building access, reviewing, and responding to emails ordering and organizing supplies.

Events

Receive and review facility scheduling requests, both internal and external. Lead the effort to coordinate schedules, resources, and finances for all events. Be the environment and experience champion for internal and external events.



Data Systems

Maintain data entry standards and protocols, including written procedures, training, and reporting. Partner with Director of Operations to improve organizational use of CCB/ChMS, SharePoint, Microsoft Office, and Trello by developing standards, training, and follow-up.

Volunteer Team

Recruit, train, develop, lead and care for volunteers that will support the office, event, and data responsibilities of Operations. Identify and train leaders within this volunteer team.

How to Apply?

Submit your resume, cover letter, and a minimum of three references to careers@prairieheights.com. Position will remain open until filled.