

JOB DESCRIPTION

TITLE:	OPERATIONS MANAGER
PRIMARY PURPOSE:	TO DEVELOP, IMPLEMENT & OVERSEE CHURCH SOFTWARE AND IT; OVERSEE FACILITY-RELATED OPERATIONS, PROJECTS AND CONFERENCES; AND GIVE DIRECTION TO THE COMMUNICATIONS TEAM
CLASSIFICATION:	CONTRACT FULL TIME
ACCOUNTABLE TO:	EXECUTIVE OF MINISTRY ADVANCEMENT / OPERATIONS
START DATE:	IMMEDIATE

INTRODUCTION TO AAC

Airdrie Alliance Church (AAC) is all about **RELEASING THE KINGDOM OF HEAVEN ON EARTH**. This is our vision and direction, and it invites us into something greater than ourselves. We have been called by God to participate with Him as active Kingdom agents to see the lost found, the broken healed, and captives and prisoners set free.

Anyone invited to be part of our Staff Ministry Team at AAC is expected to personally embrace our vision, and help our church live it out. Any ministry plans and activities must relate to the vision and must seek to fulfill the four essential things we call our people to do. These four are:

- **ENCOUNTER GOD'S PRESENCE**—We call people to full-life engagement with God through worship, community, prayer, Scriptural teaching, and response. Encountering His presence is our greatest privilege and highest priority.
- **EMBRACE KINGDOM LIFE**—We encourage people to discover their Kingdom identity, claim their heavenly authority, walk in their Spirit-anointing, and fulfill their God-designed destiny.
- **EXPERIENCE COMMUNITY**—We encourage people to connect, care, and commit to one another in authentic, creative community so the Kingdom of Heaven can be released through our church family.
- **CHANGE THE WORLD**—We advance the Kingdom of Heaven on earth by carrying His presence and proclaiming His message to a lost and broken world. We are all on mission everywhere, to everyone, all the time.

PRIMARY RESPONSIBILITIES

IT & Church Software

- Research, recommend, and oversee the implementation of church software that provides check-in, contribution management, online giving, forms, volunteer management, guest follow-up, metrics dashboards, mobile apps, etc.
- Develop a yearly IT plan that incorporates and balances all IT requirements within the framework of our budget
- Serve as the principal contact for our computer network support service provider

Facilities

- Direct and manage the operation of AAC facilities, including updating and implementing facility use policies and procedures
- Recommend upgrading options and energy management

Special Projects

- Develop and direct approved project plans and budgets for facility-related projects in conjunction with the Executive of Operations
- Oversee all facility-related projects, including upcoming renovations, ensuring completion on time and on budget

Conference & Events

- Manage all details (planning, facilitating, budget, execution) as project leader for all conferences and events including Christmas and Easter (this means that when necessary working on some weekends)
- Oversee strategic marketing and communications for events
- Recruit, manage, and lead volunteers for key events
- Delegate assignments to staff and volunteers

- Manage scheduling of volunteers for events
- Communicate calendaring requests for facilities and setup through the church office
- Facilitate sign-ups when extra volunteers are needed
- Coordinate and facilitate post-event evaluations
- Work to present events that are excellent, memorable, and glorifying to God

Other

- Other duties as required, or delegated by your Supervisor

The ideal candidate would also be able to oversee...

Communications

- Oversee Communications Team
- Provide creative input on communication deliverables
- Collaborate with communication team and provide insights to help develop the vision and creative direction of communication campaigns and map out timelines, execution plans, and budgets
- Provide strong, effective, and highly visible leadership to the Communication Team, empowering staff to identify innovative approaches to invite, inform and inspire visitors and attendees to take the next step in their faith journey
- Develop and implement an annual, strategic communication calendar that maximizes the impact of the church's vision

POSITION PREREQUISITES

- Personal relationship with God; proven walk evidenced in character, growth, and development
- Enthusiasm for, agreement with, and execution of the Vision (WHY) of Airdrie Alliance Church
- Highly relational, Spirit-filled, and vibrant leader
- Strong communicator with excellent written, presentation, and interpersonal skills
- Strong leadership skills and ability to motivate, encourage, and influence others
- Proven ability to manage and lead staff and volunteers
- Self-motivated; able to work with minimum supervision
- Able to take initiative and know when to seek counsel
- Exceptionally organized with an operational and administrative mind
- An eye for details and the capacity to see the big picture
- Strong decision-making skills
- Demonstrated ability to recruit and coordinate volunteers
- Ability to think creatively and strategically, having excellent judgment while working in a changing environment

EXPECTATIONS

- Will become a Member and participate in the community and activities of Airdrie Alliance Church on a consistent basis
- Must have impeccable integrity and ability to maintain the highest level of confidentiality
- Will model a lifestyle consistent with biblical standards for Christian behaviour
- Will model serving through volunteer work within Airdrie Alliance Church
- Willing to change, adapt, and grow with our Staff culture as God leads us into our future
- Willing to grow with our church in the area of Renewal in the Spirit, Kingdom Life, & making a difference in our world

EDUCATION & EXPERIENCE

Appropriate training and experience needed in order to oversee all the above portfolios.

APPLICATION PROCESS

Please email your resume to AAC Hiring Team at jobposting@airdriealliance.com

Visit our website to find out more about our Lead Team, Vision, Values, and Ministries