

THE CHURCH OF Eleven22

Position: Campus Operations Minister

Reports to: Campus Pastor

Supervises: Associate Ops Ministers, Facility Associates pending campus size

Classification: Salary, Exempt

Campus: Arlington

Objective

- Equip the saints for the work of ministry and the discipleship of the individual
- Partner with campus pastor to shepherd the flock

Key Responsibilities

- Partner with central operation leaders to deliver ministry at the local campus level
- Build and lead serve staff teams to accomplish the ministry objectives of:
 - Office operations
 - Nehemiah
 - Campus operations (IT, facilities and events)
 - Financial administration
- Facilitate communication and calendaring of campus pastor with guests, staff and leadership core (deacons, vision ambassadors, generosity initiatives)
- Implement day to day operations in partnership with central ops director
- Manage campus budgets

Competencies

- Model The Church of Eleven22's mission, vision and core values
- Ability to adapt to change
- Ability to learn and utilize new computer software

Education & Experience

- 3-5 years of ministry leadership experience including experience managing teams, volunteers and/or ministry areas
- Bachelor's degree required



Position Type/Expected Hours of Work

- Full-time
- Expected work hours includes all worship gathering times (typically Thursday and Sunday)
- Weekly Rhythms:
 - Monday, Wednesday and Thursday work in and around campus office
 - Tuesday work in and around Central offices located at San Pablo and Beach Blvd
 - Nights as needed for events and disciple groups

Work Environment

- This job operates in a professional office environment and in and out of congregant's homes
- This role uses standard office equipment such as computers, phones and photocopiers

Physical Demands

- This role is primarily sedentary role, but some activity is required surrounding event set up and execution

EEO Statement

The Church of Eleven22 provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, age, sex, national origin, disability status, genetics, protected veteran status or any other characteristic protected by federal, state or local laws. The Church of Eleven22 reserves the right to discriminate on the basis of religion to the full extent permitted by law.