



Role Description: Director of Operations

Summary

Cedar Ridge Community Church is a diverse, open, and affirming community of followers of Jesus. Our goal is to share God's love with everyone, and we are passionately motivated by Jesus' dream for humanity and the world we inhabit. We are committed to being the change we long to see in the world - by allowing change to begin with us, we believe we can help make the world a more just, loving, and inclusive place for all. Our beautiful 63-acre, multifunctional property is in Spencerville, Maryland and our congregation of about 400 members draws from the Washington – Baltimore metro area.

Cedar Ridge is looking to hire a fulltime Director of Operations to create, develop, and maintain support systems that invite and empower our community to live out our vision. Responsibilities include:

- Management of communications
- Coordination of programming for Sunday morning and special worship services
- Oversight and coordination of support for church-wide events
- Oversight of facilities management
- Oversight of finance and administration
- Seasonal oversight of our community garden
- Supervision of staff and volunteer leaders to accomplish tasks below

Qualifications and Experience

The successful candidate will be committed to the vision of Cedar Ridge and to embodying the qualities outlined in the Cedar Ridge Desired Staff Culture. They will have strong organizational and interpersonal skills, preferably with experience supervising staff and volunteers. This role requires broad computer literacy and competency managing websites and social media.

Organizational Framework

This is a full-time salaried role (with Sunday as a regular workday) reporting directly to the Lead Pastor and working closely with the other staff. Salary range: \$70,000 - \$100,000 depending on experience.

Specific Responsibilities

Provide oversight and coordination of communications

- Coordinate content and create graphics for all vehicles of church-wide communications
- Oversee the development and maintenance of website, database, and social media presence
- Supervise the development of signage, displays, and information for our public space

Coordinate the programming of Sunday morning and other seasonal services

- Supervise set-up of auditorium, sound booth, lobby, and livestream for each Sunday service
- Create all necessary slides and videos for Sunday service

- Coordinate scheduling of volunteers and maintain supplies for Sunday services

Coordinate church-wide events

- Develop project plans and coordinate volunteers for each event
- Supervise volunteers for food, registration, communication, materials and set up and clean up

Oversee facilities

- Supervise the work of the Property and Facilities Manager
- Manage all contracts and legalities associated with the property and facilities
- Manage use of property and facilities by other groups (rentals and gratis)

Oversee Finances

- Supervise the bookkeeper
- Oversee financial management of church, including monthly analysis and annual review
- Manage the annual budget development process as part of annual planning

Office Management

- Coordinate repair and maintenance of office equipment
- Maintain office and hospitality supplies
- Manage IT needs and refer to outside contractors as necessary

Seasonal oversight of Community Garden

- Supervise the seasonal farm worker
- Coordinate Farm Team to plan and carry out all farm operations (planting, maintenance, harvesting, distribution)
- Coordinate with our partners in the local community

To apply, please send a resume and cover letter to matthewd@crcc.org