

# Unity Community of Central Oregon

## Operations Manager Job Description

Unity Community of Central Oregon is seeking to hire an Operations Manager. This is a new, full-time position for the organization. The Operations Manager role is to implement the right processes and practices across the organization as directed by the Board of Directors. This position will function as the lead implementer for Unity's daily operations, and will coordinate special events and classes, and support our minister with Sunday service needs. This role would be supported by the Unity board as well as our senior minister.

Top priorities would be to collaborate with the board, Rev. Hiatt, and others, to create and implement efficient processes and practices across the organization. Then to work with other staff and volunteers to ensure tasks are carried out.

Unity Community of Central Oregon is growing and there is now a clear need for our senior minister to be relieved of many operations duties in order to focus on being the Spiritual Leader of our congregation. In addition, there is a need for improved volunteer recruitment and support, and clarification of who needs to know what and how information is shared. This also includes how and what information is shared with our congregation.

### **Responsibilities**

The major responsibilities of the Operations Manager include significant administrative duties, volunteer coordination and some support marketing tasks.

#### **Administrative Tasks:**

- Attend monthly board meetings to understand what the board is working on, contribute information and ideas, and develop necessary work plan to implement Board directives. Take the notes and manage the scheduling and prep for these meetings.
- Coordinate the meetings and evolving tasks of Unity's portion of the multi-organization "Visioning" process to create a new campus. This is known as the One World Center visioning process.
- Attend regular meetings (once or twice a month) with Jane and the board president to update them on how programs are going and get support and approval from them for carrying out changes and new programs when needed.
- Be part of the vetting team for guest speakers, class teachers, Unity events. This may involve researching potential guests, finding out availability and fees.
- Bring up your own brilliant ideas as a vital part of the overall UCCO leadership team.

#### **Volunteer Coordination and Support:**

- Understand the overall necessary tasks for events, Sunday and ceremonial services, general membership services and maintenance and implement plans to implement those tasks. Note, this does not mean the Operation Manager will “do” all those things, but this position will be key to managing/coordinating ministers, speakers, volunteers, etc. to ensure that those things are completed.
- Recruit and replace Team Leaders as needed for each volunteer department.
- Work with each Team Leader to create or modify systems and schedules for each team. Team Leaders will report to this person with any needs or problems the team is having.
- Responsible for staying in good communication individually with all the Team Leaders, making sure things are running smoothly and that problems are addressed in a prompt and effective way.
- Meet with Team Leaders as a group on a regular basis and make sure they are in good communication with each other and understand each other’s roles.

### **Marketing Support:**

- Manage scheduling and participate in the marketing meetings.
- Write and send basic press releases.
- Distribute event info to the team of people managing social media, website entries, weekly newsletter, etc.
- Make sure website info is kept current and get updates to our webmaster.
- Develop a basic understanding of the Audio/Visual system so as to help fill in on occasion.

### **Necessary Skills/ Competencies**

- Clear communicator with excellent listening skills, writing and editing skills, and healthy relationship skills.
- Always seeking better, more efficient ways of doing things.
- Online learning and technology knowledge - Google spreadsheet and documents, Simple Church, email systems, internet research, web conferencing, etc.
- Able to see the big picture as well as attention to detail.
- Well organized.
- Management skills.
- Supportive.

#### **Bonus Skills**

- Marketing experience
- Social media knowledge and skills
- Good understanding of Unity principles
- Volunteer management experience

### **Requirements**

- 3 - 5 years professional administrative experience.

- Proven effective managerial expertise.
- Track record of effective, healthy, professional interpersonal skills

### **Compensation**

This is a full-time position with a starting salary of \$36,000 annually. Benefits include the option of doing some of the work remotely and with considerable flexibility of schedule.

### **How to Apply**

To apply please send a cover letter, resume, and three references to Unity Community of Central Oregon, President, Clare Kubota at [clare@kevinkubota.com](mailto:clare@kevinkubota.com)