



Job Posting:
Operations Manager
The Church of the Holy Trinity, Rittenhouse Square

Job Title: Operations Manager

Job Description: The Operations Manager is responsible for overseeing the operations (maintenance, buildings, vendors, project management) of the church grounds, and rectory; supervising the cleaning staff; and coordinating with Program and Rental staff.

Reports to: The Rectors of the Church.

Part Time: 25 hours/week salaried position (retirement benefits available after 1 yr of employment) flexible hours.

Background Information: The Church will be undertaking significant renovations and restoration of our buildings in the next 3-5 years, and are looking for someone who will be able to take the lead on these projects, as well as help manage the day to day operations of a church.

Skills/Qualifications Desired:

- Previous experience with project management, building/operations management
- Self-directed and takes initiative
- Flexible and entrepreneurial spirit
- People skills

Website: www.htrit.org

Interested applicants should submit:

Cover Letter and CV/Resume

Applications Received: **November 15-January 8**

Submit application to: applications@htrit.org

Operations Manager: Job Description

Oversight of all Operations at the Church

The Operations Manager oversees all operations at the Church.

In that responsibility, she shall provide and oversee:

- Oversee the maintenance needs of the property owned by the church, including: The Church, The Parish House, the Rectory and the surrounding property.
- Control facility costs
- Review invoices and bills and approve for payment
- Oversee all Property related vendor contracts
- evaluation of needed maintenance and fixes

- routine schedule for maintenance
- execution and completion of projects – soliciting and supervising professional work, as necessary
- purchasing all necessary supplies for cleanliness and safety of the property
- making sure the property is consistently tidy and clean
- making sure the property is safe

Project Management

The Operations Manager will be responsible for overseeing all projects, including building improvements, maintenance, capital projects, contracts, etc.

Liaison to the Property Committee

The Operations Manager will act liaison to the Vestry property committee, whose main responsibility is to:

- compile a list of repairs, needs, and issues of the property
- oversee, prioritize and complete necessary projects
- schedule monthly meetings
- schedule and oversee repairs and maintenance decided by committee
- bring to the staff concerns and needs expressed by committee

Coordination with Rentals Manager for Use of Property

The Operations Manager is responsible to coordinate with Rentals Manager for use of property, including use of space, contracts, and needs of building use.

Supervision of the Assistant to the Operations Manager

The Operations Manager is responsible for supervision and oversight of the cleaning crew including:

- setting weekly schedule and tasks for routine cleaning and/or maintenance
- evaluating and overseeing performance and completion of projects
- make sure the appearance of the property is tidy and clean at all times
- coordinating with Five Star and management of cleaning crew