

Operations Assistant

Part-Time, Non-Staff Employee

The Operations Assistant will assist the Director of Operations in maintaining the church's properties, monitoring supplies, providing support for tenants, communicating with any maintenance personnel, conducting event registration, and providing logistical support for special events. The Operations Assistant will report to the Director of Operations, Louri DePalma.

General Responsibilities

- **Events:** Provide support for the registration, operations set-up, and practical management of special events run or hosted by Reality Ventura, such as Women's Bible Studies, Memorial Services, and other related events.
- **Supplies:** Monitor the supplies for each property occupied by Reality Ventura by placing orders, receiving orders, clearing out overstock, and communicating with staff about other ministry supply needs
- **Tenants:** Assist in supporting current and future tenants who rent from Reality Ventura by ensuring that rented rooms have been properly set up and securely locked once rentals have concluded.
- **Registration:** Assist in setting up and running event registration for Retreats, Bible Studies, and other special events.
- **Maintenance Communication:** Assist in communication with all maintenance personnel for our occupied buildings, including cleaners, alarm technicians, builders, and other similar personnel.

Employment Details

- Pay: \$20 per Hour
- Hours: 8-10 Hours per Week
- Report to the Director of Operations

Required Skills & Qualifications

Be a born again believer in Jesus and agree with Reality Ventura Church statement of faith

Love the local church like a family in good times and bad

Be an example by living above reproach (Titus 2:6-8)

Regularly demonstrates a lifestyle of character and integrity, that of a deacon(ess) as described in scripture (Timothy 3:1-7, Titus 1:6-9)

Confidentiality-demonstrates the ability to discuss confidential matters only in an appropriate manner or setting to the appropriate person(s)

Punctual and consistent/reliable with meeting deadlines

Team player and highly relational with staff and volunteers

Able to submit to elders and leadership, able to be humble and teachable

Demonstrates flexibility and adaptability

Self-starter, exercising initiative and judgement, able to work without direct supervision

Strong computing skills; email, calendaring, task management, church planning center

Strong interpersonal skills and ease with telephone, emails and in-person contacts

Organizational and time-management skills, including ability to multi-task

Possess character qualities of humility, discernment, resilience, commitment to learning, encourager of others, patient and compassionate.