



THE
CHURCH COUNCIL
OF GREATER SEATTLE

Now Hiring: Operations Manager

The Church Council of Greater Seattle seeks a highly-relational, collaborative, community-centered team player to carry out operations coordination for the organization.

Salary & Benefits:

- \$65,000, full time exempt
- Insurance: Medical, dental, vision
- 22 days PTO
- Paid sick leave

To Apply:

Please send resume, cover letter, and contact information for 3 references to: hire@thechurchcouncil.org with subject "Operations Manager."

Position closes: November 30.

Expected first day of work: January 4.

Candidates who have personal experience navigating the U.S. immigration system, are people of color, are part of the LGBTQIA community, and/or have a connection to a faith tradition/congregation/spiritual community are strongly encouraged to apply.

As an Equal Opportunity Employer, the Church Council of Greater Seattle considers applicants for all positions regardless of race, color, religion, creed, gender, national origin, age, disability, marital status, veteran status, sexual orientation, or any other legally protected status.

About The Position:

The position contributes to our role in building collective power with and between congregations and impacted communities, through an anti-racist, faith-rooted community organizing lens. The position entails maintenance and strengthening of the overall operations of the Church Council, including strategic data management and updating policies and procedures consistent with anti-racist, transformational values. The position is full-time.

Specific Responsibilities:

1. Acts conscientiously in a role to enhance operational effectiveness toward our community organizing mission.
2. Collaborates in maintaining data management systems and health, including data migration; assesses needs collaboratively with staff; develops plans for

implementation in coordination with staff; provides training of staff for new or existing systems.

3. Primary interface with technology consultants; follows through on technology requests; assesses and implements system changes as needed.
4. Updates and maintains employee handbook; assists in coordinating on-boarding procedures and overall office procedures; assists with ongoing navigation of remote work and transition to more regular office presence.
5. Maintains and upgrades office filing and storage systems.
6. Arranges for and participates in board meetings; ensures recording of minutes.
7. Co-creates staff meeting agendas and works collaboratively to facilitate and systematize excellent staff communications.
8. Takes on supervisory duties of internal staff as assigned.
9. Manage activities essential to the daily operations of the Church Council's virtual/remote and in person office, including inventory, scheduling, and service request processing.
10. Oversees vendor contracts and relations, maintenance of, and purchasing and ordering supplies for photocopier, telephone systems, desktop and laptop computers, including network management, and other peripheral office supply needs.
11. Route general phone calls, open mail, prepare weekly deposits.
12. Prepares and monitors operations budget collaboratively; ensures professional development and well-being funding is available equitably; participates in a collaborative process for setting the organizational budget needs; acts in collaboration with the Executive Director.
13. Collaborates in preparation for Annual Assembly and ensures financial data is prepared and presented in written and oral form; part of a team approach to organization-wide and work area specific gatherings.
14. Other duties as assigned in collaboration with the Executive Director.

In addition, as a staff member of the Church Council you will be expected to:

- Support the goals and outcomes of CCGS vision and mission; including evaluation to improve systems, practices, projects, and strategic development
- Support an organizational mission that is focused on community organizing, rooted in the continued work of being an anti-racist organization
- Contribute to a culture of trusting relationships and collaboration with staff and board to develop and implement a strong organizational structure
- Develop and maintain close working relationships with faith communities and community partners, representing CCGS when necessary.

Qualifications:

- 3 years+ of operations-related experience, preferring leadership experience

- Demonstrated ability to build and maintain strong relationships
- Excellent technology and data management experience
- Team player; able to navigate conflict constructively
- Supervision experience: demonstrated ability to work well under supervision and to work as a peer leader
- History of working collaboratively to fulfill mission
- Understands and supports community organizing focus, undergirded by experience and practice
- Eagerness to work with BIPOC communities and leaders; including a majority POC staff
- Self-starter; excellent follow through
- Values-based; capable of flourishing in environment with multiple faith perspectives; enjoys working with faith-based organizations
- Ability to sustain and improve systems and processes
- Committed to anti-racist practice
- Non-profit experience
- Budgeting experience
- Demonstrated ability to maintain confidentiality
- Curiosity to learn and grow as a person and as a professional

About The Church Council of Greater Seattle:

The Church Council of Greater Seattle envisions a future when justice is realized, where all people experience liberation, profound peace, expansive equity, and joy-filled human flourishing. The Church Council has its roots in the worldwide ecumenical movement which began to flourish in the early 20th Century. The Seattle Federation of Churches was formed in 1919, and this ultimately became the Church Council of Greater Seattle. Over the years the Council has embraced all denominations and many interfaith partners. It has also developed a distinctly collaborative character to engage in its faithful practice of compassionate solidarity.