



Mission Center Operations Manager

Part time 23 Hrs/wk

The AUMC Mission Center is a non-evangelical community outreach of Annandale United Methodist Church (AUMC). The Mission Center is home to three covenant-partner congregations and serves the local community with diverse missions including supplemental food distributions, medical screenings, ESL classes and a children's clothing closet.

We are seeking an experienced operations manager to coordinate our different programs and manage the facility. The ideal candidate will have excellent interpersonal skills, be well organized, and self-motivated.

Objectives of this role

The Operations Manager ensures that all Mission Center programs are fully supported and operate smoothly.

The Operations Manager will communicate regularly with the Mission Center Board of Directors, program leaders, key volunteers, facility users, or suppliers about events or issues affecting operations.

Responsibilities

Manage relationships with selected partners, vendors and suppliers.

Coordinate between building users. Maintain room use calendar.

Assist in the implementation of new programs and activities.

Coordinate volunteers for pickup and delivery of donations.

Work with AUMC media staff to update social media, Sign-Up Genius, the AUMC Connect and weekly bulletin.

Supervise full-time custodian and work with the AUMC facilities staff to ensure the building and grounds are well maintained.

Manage and improve the efficiency of storage areas.

Assist with AUMC programs (food, children's clothing, diaper, feminine hygiene product distributions) as needed.

Report to the Board of Directors weekly on the status of operations and building condition.

Other duties as assigned.

Required skills and qualifications

Proven success in an operations management or other leadership role.

Strong interpersonal skills including the abilities to:

- Work smoothly with a wide range of personalities.
- Diplomatically enforce policies and standards

Language: Fluency in English required, fluency in Spanish is desirable.

Eligible for employment in the United States and pass a criminal background check

Schedule and Compensation

Part time (23 hrs/wk)

- Monday: 8:30 – 12:30
- Tuesday: 8:30 – 12:30
- Wednesday: Off
- Thursday: 8:30 AM – 6:30 PM
- Friday: 8:30 – 12:30
- Outside of on-site hours respond to email/text as needed (1 hour)

23 hours a week \$30/hr (\$35,880/yr)

Additional hours to 40/ week \$30/hr