



# Role: Director of Operations/HR

**Role Type:** Full-Time Salary

**Responsible to:** Lead Pastor

**Oversees:** Operations, Facilities, HR, Admins, & IT

**Leads:** Operations Team

**Member of Teams:** All Staff, Directional Leadership Team

**Relates closely with:** Lead Pastor, Executive Pastor of Ministries and Finance Director

**Salary Range:** \$70,000 - \$87,000

## Purpose

The Director of Operations/HR works closely with leadership teams to make sure that the infrastructure is in place to support all the ministries that happen at Eastern Hills. The Director of Operations/HR will provide leadership and direction to the Operations Admin, the Building Manager, and the Front Desk Receptionist. The Director of Operations/HR is one of the key leaders of the church and should lead and manage the Operations department toward the mission and vision established by the Lead Pastor in conjunction with the Elders and the Directional Leadership Team.

## Responsibilities

- Oversee and actively lead the Operations Admin, the Facilities Manager, and the Front Desk Receptionists toward defining and achieving department goals within the framework of the overall mission and vision.
- Oversee all week-to-week operations of the Operations department to consistently create a world-class environment.
- Develop and implement systems within, Admin, Facilities, HR, and Finance teams to work efficiently using Volunteer Teams to stay within budget limits.
- Establish and maintain Human Resources systems, practices, activities, and policies relating both to paid staff and Volunteers. These policies should protect both staff and the church from any potential liability as well as providing a high-quality, morale-building work environment.
- Oversee and maintain IT infrastructure in partnership with the IT Director and an external services company.
- Oversee and actively manage the Building Manager to effectively maintain building readiness, address regular maintenance needs proactively and deliver key projects throughout the building and campus.
- Oversee active recruitment and training of appropriate Volunteers in the Operations areas.
- Process all Payroll information to produce employee pay and benefits bi-monthly.

## Responsibilities, continued

- Ensure adherence to state and federal regulations applicable to human resource issues. Maintain HR files as appropriate for church staff and ensure adherence to handbook policies.
  - Manage all aspects of Human Resources: recruitment, interviews, new hires, orientation, terminations, evaluations, benefits, employment records, salary administration, job descriptions, policies compliance, etc.
- Other duties as assigned.