

THE NATHANIEL MISSION

OPERATIONS MANAGER

PRIMARY OBJECTIVES: To assist the Executive Director and Program Director in establishing the Nathaniel Mission as a thriving, jubilant, and transformative outpost of the Kingdom of God, particularly amongst the poor, rejected, and oppressed of our city. To oversee the execution of a variety of operational and administrative tasks of the Nathaniel Mission.

WORK FOCUS: OPERATIONAL LEADERSHIP

- a. Works under the Program Director to ensure that all ministries and programs continue according to the established vision and missional objectives.
- b. Assists the Staff in directing volunteers in daily operational tasks and the successful execution of the Mission's activities, programs, and ministries.
- c. Oversees, personally or with a team of volunteers, the execution of foundational Missional operations, such as meal service, Mission Market, Hospitality Center, Emergency Supplies, Building Cleaning, etc.
- d. Assists the Treasurer and Bookkeeper in maintaining consistent financial records and reports.
- e. Maintains contact with the Mission's volunteers to establish a calendar of volunteer opportunities, assisting the Program Director in maintaining a volunteer database and scheduling all necessary volunteers for the Mission's ministries and programs.
- f. Oversees the purchase of supplies for the Mission including but not limited to kitchen, food, cleaning, office, and other supplies.
- g. Ensures that the Mission meets required health standards, maintaining regulatory health and safety standards in the Mission's commercial kitchen through assisting kitchen volunteers in understanding and complying with set standards.
- h. Ensures that the Mission upholds the best available environmental practices (such as recycling, heat/air control, electrical usage, etc.).
- i. Performs other duties as required and as assigned by the Executive Director or Program Director.

QUALIFICATIONS:

- a. Commitment to the Christian faith and the principles of community development non-profit work.

- b. Willingness to work with Mission's purpose and vision and to honor those for whom our work is offered.
- c. Well-organized, self-directed, and highly motivated individual with a heart for the community.
- d. Bilingual in English and Spanish.
- e. Intelligent and articulate individual who relates to people at all levels.
- f. Strong administrative skills.
- g. Competencies in Office Suite, Google Drive, and other technological skills.
- h. Ability to speak persuasively and confidently to large and diverse audiences.
- i. 2 years of experience in a closely related field is preferred.

EXPECTATIONS OF EMPLOYEE:

- a. Exemplify the highest standard of Christian faith and morality.
- b. Maintain a positive and respectful attitude.
- c. Demonstrate flexible and efficient time management skills and an ability to prioritize workload and consistently meet deadlines.
- d. Agreement to the Nathaniel Mission's Employee Handbook and stated operational values.