

GRACE COMMUNION INTERNATIONAL

JOB DESCRIPTION

JOB TITLE: Assistant Operations Coordinator

DEPARTMENT: President's Office

REPORTS TO: Operations Coordinator

SUMMARY: Assists Operations Coordinator in providing support to our GCI Superintendents and Regional Directors (International). Is knowledgeable and supportive of employer vision and mission.

ESSENTIAL FUNCTIONS:

- Assist Operations Coordinator within the President's Office and ongoing interaction with GCI leaders.
- Cohesively works with GCI leadership team to preserve alignment of ministry vision and corresponding systems and strategies.
- Assist with planning and organizing Regional and Denominational Celebrations.
- Assist with hosting Home Office workshops and seminars.
- General support for US Field Pastors.
- Coordinate quarterly Employee Meetings.
- Maintain member records.
- General administrative responsibilities.

QUALIFICATIONS:

REQUIRED:

- Membership in a GCI church is required, any exceptions must be Board approved.
- Bachelor's degree.
- Clear understanding of GCI vision and theology.
- Advanced computer skills.
- Excellent communication skills.
- Awareness and sensitivity to the international culture of GCI.
- Event planning skills.

PREFERRED:

- Exposure to serving in various GCI Home Office roles.
- Professional development in the areas of management skills, people skills, and event planning.
- Ordained Elder

COMPETENCIES:

- High capacity to manage multiple projects simultaneously.
- Spiritual Discernment: To seek and determine God's will for the good of the leaders being served.
- Flexible approach to working with cross-functional teams.
- Results-Oriented: Knowing where and when to invest energy and resources.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- This job operates in a professional office environment but requires occasional travel. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.
- This is primarily a sedentary role however, occasional travel requires the ability to pack, carry, lift and move heavy luggage with amenities and accessibility varying between airports and countries. Frequently required to lift/push/carry items up to 50 pounds.
- This is a full-time hourly position which occasionally requires working during evenings and weekends and between varying time zones.
- Non-exempt position

COMPENSATION INFORMATION:

- Base salary range: \$50,000 - \$60,000
- Benefits include, but are not limited to, vacation, sick leave, paid holidays, life insurance, health insurance, dental insurance, long-term disability insurance, 403(b) defined contribution plan with up to 5% match, among others.
- Relocation costs may apply.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.