

Associate for Operations

Christ Church Detroit

960 E. Jefferson Ave, Detroit, MI 48207, www.christcd.org

Christ Church is a dynamic, multi-racial, multi-ethnic congregation that has served downtown Detroit since 1845, and continually strives to be a beacon of hope through robust neighborhood relationships, lively hospitality, and beautiful worship and music. The Associate for Operations is an integral part of the leadership team who supports the detailed, daily operations of parish life.

Responsibilities:

- Carry out financial processes, including but not limited to payroll, bank deposits, giving statements, financial reports, budget documents, and audit paperwork
- Coordinate use and care of the building, walking through campus regularly to note concerns, facilitating building maintenance and repairs, overseeing support staff, monitoring utility use, maintaining contracts & relationships with tenants
- Facilitate preparation for Sunday services, weddings, funerals, and other events, corresponding with families, ordering necessary supplies, and printing worship bulletins
- Provide frontline communication on behalf of the parish in a friendly, timely fashion, answering phones, doorbells, paper mail, and emails daily, and coordinating mailings
- Organize files effectively and swiftly, from database entries to parish registers
- Direct and equip volunteers to assist with special office duties and church projects
- Attend weekly staff meetings and periodic ministry team meetings
- Be positive, respectful, and creative, and support the congregation's mission and vision
- Other duties as assigned by the Rector (Supervising Pastor)

Qualifications:

- Proficiency with MS Office, Google Suite, contact management systems (ACS/Realm or similar), and accounting software
- Ability to troubleshoot and support financial & communications systems
- Superior communication skills, both verbal and written
- Excellent organizational and interpersonal skills, with abilities to prioritize effectively, manage complex communications, and build relationships
- Previous experience in a non-profit, school, or church preferred
- Community-minded, can-do creativity, and willingness to learn new tasks and functions
- Mature judgment to work with a wide range of constituencies, maintain confidentiality of sensitive records, and handle all matters with pastoral discretion
- Willingness to submit to a background check and to be trained in Safe Church practices
- Must be honest, dependable, organized, and dedicated, and have a collaborative spirit

Compensation: \$18-20/hour, 28 hours/week, non-exempt. At least 20 hours/week on at least 4 days/week must occur in the church office during standard business hours (M-F, 8am-6pm), and hours are flexible within that framework. Remote work is possible one day per week, if desired or when circumstances require. At least one Saturday or Sunday morning per month is required, to meet with members and provide event support.

Supervisor: Rector (Supervising Pastor), or the Vestry (Board) in the Rector's absence

Interested? Send cover letter and resume to the Rev. Emily Williams Guffey, Rector, at emily@christcd.org.