



Send us the following **REQUIRED** items to be considered for this position:

- **Your resume.**
- **Your cover letter.**
- **Please send these items to [HR@timberlakechurch.com](mailto:HR@timberlakechurch.com)**

Timberlake Church is a fast-growing, creative, tech-savvy, and increasingly multi-racial church committed to reaching people for Christ and growing them in their faith. We are one church with five campus locations.

We are seeking talented individuals to join the team as a full-time *Operations Director* at our Redmond Campus, WA. These people will be proven leaders with a track record of success in their previous experience.

### **POSITION RESPONSIBILITIES:**

- Provide vision and directional leadership for all operations staff, ministries, and volunteers.
- Lead staff, develop volunteers, manage budgets, oversee projects, and own outcomes for these teams: Facilities, HR, Finance, IT, and Admin.
- Facilities: Oversee Facilities director and volunteers to ensure efficient workflow, completion of projects, maintenance, and cleaning of all Timberlake buildings and schools. Work with contractors, architects, subcontractors, and other vendors in building construction/remodel projects. Serve as liaison to city, county, or other governmental agencies regarding property issues.
- HR: Oversee the HR director and systems, including hiring, onboarding, reviews, policies, etc. Follow and further develop the human resources processes and the integrity of HR files. Oversee and manage all risk, liability and legal issues for the organization.
- Finance: Oversee finance director and systems, including payroll, budgets, generosity, and accounts.
- IT: Continually improve the IT and data systems and processes of the organization, engaging both staff and volunteers to carry out projects and day-to-day needs.
- Admin: Direct the daily administrative operation of the church office by working to develop and maintain an organized and effective team of staff and volunteers.
- Other duties as assigned.

### **Requirements:**

- Make Timberlake your church home
- Work schedule about 40-45 hours a week, and ability to work every Sunday.
- Performs other duties as assigned.