

## Operations Manager Warehouse 242

Job Description  
(Written/Revised: March 2024)

*“We are a community of imperfect people, beloved by Jesus, seeking to live in Him and in His ways.”*

**Objective:** to provide operational leadership and ministry support for advancing and developing Warehouse 242’s organizational goals and processes.

**Responsibilities:**

- Manage the daily operations of Warehouse 242’s office, including answering phones, checking the main line’s voicemails, responding to emails, and maintaining office and staff kitchen supplies.
  - Provide consistent coverage at the Front Desk, Tuesday through Friday.
- Manage Warehouse 242’s hospitality teams and assimilation process, ensuring connect cards are responded to promptly and respectfully.
- Manage Warehouse 242’s giving process (i.e., scanning checks, depositing petty cash, etc.)
- Weekly manage (i.e., coordinate and create) slides for Sunday morning worship services.
- Assist the pastoral staff and Operations Director as directed.
  - Assist in preparing various liturgical elements of Sunday worship services (i.e., communion, baptisms, and holiday decorations).
- Provide administrative support for external and internal groups using Warehouse 242’s facilities.
- Help implement Warehouse 242’s communication plan (e.g., website maintenance, weekly announcements, community-wide emails, etc.).
- Regularly participate in designated Warehouse 242 meetings and events.

**Expectations:**

- Seek to live a lifestyle “worthy of the calling you have received” (Eph. 4:1).
- Commit to embodying Warehouse 242’s Identity Statement in your personal life.
- Collaborate effectively with other staff and elders to serve and care for the church community.
- Abide by Warehouse 242’s Employee Handbook and Vulnerable Population Safety Guidelines.

**Relationships:** The Operations Manager will report directly to the Operations Director. If there is a conflict or a concern about their direct supervisor, the Operations Manager may contact the Pastor of Spiritual Formation.

**Additional Preferred Competencies/Expectations:**

- Have an active personal faith and be willing to participate in the life of our church community.
- Experience working with church database systems.
- Proficiency using Canva, Google Suites, and ProPresenter.
- Demonstrated ability to be flexible, collaborative, and take the initiative.

**Benefits:** Reimbursable Counseling Allowance, Phone Allowance, PTO Accrual.

**Time Commitment:** 18 hours/week

**Pay:** \$22.50/hour

## **Student Ministries Coordinator Warehouse 242**

Job Description  
(Written/Revised: March 2024)

*“We are a community of imperfect people, beloved by Jesus, seeking to live in Him and in His ways.”*

**Objective:** to assist the Director of Student Ministries in developing the student ministries and shepherding their students in alignment with Warehouse 242's Identity Statement and Values.

**Responsibilities:**

- Assist in implementing the administrative functions of the Student Ministries, including budgeting, database management, calendaring, implementing compliance documents, etc.
- Assist in implementing and leading an age-appropriate program for Middle and High School students that aligns with the Student Ministry's Vision, Mission, and Values.
- Develop and implement a clear communication plan for all Student Ministries' activities, resources, and opportunities.
- Assist in implementing adult volunteer recruitment and empowerment to spiritually shepherd students in alignment with the Student Ministry's Vision, Mission, and Values.
- Assist in partnering with adult caregivers for holistic development and spiritual growth for themselves and their students.
- Collaborate closely with the Family Ministries Team (Director of Kids Warehouse, Kids Warehouse Coordinator, Pastor of Spiritual Formation, etc.) on collaborative initiatives (e.g., marriage and parenting workshops, spiritual formation events, missional/justice events, etc.).
- Shepherd and support the students within Warehouse 242's community.
- Regularly participate in designated Warehouse 242 meetings and events.

**Expectations:**

- Seek to live a lifestyle “worthy of the calling you have received” (Eph. 4:1).
- Commit to embodying Warehouse 242's Identity Statement in your personal life.
- Collaborate effectively with other staff and elders to serve and care for the church community.
- Abide by Warehouse 242's Employee Handbook and Vulnerable Population Safety Guidelines.

**Relationships:** The Student Ministry Coordinator will report directly to the Director of Student Ministries. If there is a conflict or a concern about their direct supervisor, the Student Ministry Coordinator may contact the Pastor of Spiritual Formation.

**Additional Preferred Competencies/Expectations:**

- Have an active personal faith and be willing to participate in the life of our church community.
- Experience working with church database systems.
- Proficiency using Canva, Google Suites, and Meta-owned platforms.
- Demonstrated ability to be flexible, collaborative, and take the initiative.

**Benefits:** Reimbursable Counseling Allowance, PTO Accrual.

**Time Commitment:** 8 hours/week

**Pay:** \$22.50/hour

## To Apply

Please submit the following to [jobs@warehouse242.org](mailto:jobs@warehouse242.org)

1. Resume (work + education experience)
2. Cover Letter
3. References (2 Personal, 1 Professional)