



## Position Description

**Job Title:** Director of Operations  
**Department:** Creative / Production / Worship  
**Reports To:** Creative Director  
**FLSA Status:** Exempt

**Summary:** This position will support the Creative Director in operations and events affiliated with Creative, Production, Worship, and projects within the Creative Director's areas of responsibility.

### **Required Competencies:**

A successful candidate understands the COTC culture, is proactive, meets deadlines, maintains confidentiality, communicates effectively, performs tasks to ensure workflow runs smoothly and possesses the necessary relational skills (i.e., emotional intelligence, communication, and conflict resolution) to navigate the organization's needs and requests.

### **Essential Duties and Responsibilities** (Other duties may be assigned):

- Provide high-level administrative support to the Creative Director, including but not limited to scheduling and coordinating meetings, assisting with email communication, expense tracking, calendaring, and support for special projects of the Creative Director.
- Provide event management oversight and liaison with other departments for some events in the Creative Director's departments, including supervising logistics, decor, and venue management.
- Assist the Creative Director with managing budgets in all respective ministry areas.
- Handle and safeguard confidential information.
- Participate in leadership development opportunities as requested.
- Practice self/soul care regularly, transparent communication with supervisor, and openness to feedback to ensure a healthy employment atmosphere.
- Sit in meetings on behalf of the Creative Director to understand a ministry's goals and needs within the creative department.

### Supervisory Responsibilities

N/A

### Qualifications

A Christian in submission to the authority of the Scriptures and the Holy Spirit, as evident in lifestyle. Subscribes to and is in complete agreement with the Church of the City's Statement of Faith. Represents and upholds Church of the City's mission, vision, and culture

*"Lord, I have heard of your fame; I stand in awe of your deeds, Lord. Repeat them in our day, in our time make them known;" Hab 3:2 (NIV)*

by demonstrating a strong work ethic, positive attitude, and learning posture. The incumbent is willing to become a stakeholder of COTC within six months of hire.

The criteria listed below represent the knowledge, skill, experience, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. Qualifications include but are not limited to:

**Education:** A High School Level education, or its equivalent required; baccalaureate degree preferred.

**General Skills:** Must have general computer skills including a working knowledge of Microsoft Office; protects confidential information; knowledge of general business practices; strong organizational skills and close attention to detail; strong communication skills (written and verbal); ability to adhere to deadlines and execute on tasks and handle multiple, diverse assignments; practical time management skills; ability to work well in teams; demonstrated ability to be innovative and suggest changes/improvements within the scope of work; anticipate needs and create efficient and effective processes; self-motivated and takes responsibility/ownership of tasks; demonstrates flexibility and adaptability to changing situations; demonstrate a high level of customer service, friendliness, and etiquette consistent with the culture of the organization.

**Experience:** A satisfactory equivalent of education, training, and experience in related fields and/or educational disciplines, sufficient to qualify for the position's requirements.

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