



## **Operations Coordinator**

### **Job Summary**

The Operations Coordinator is responsible for the effective leadership and management of BENCHMARK's operational processes, resulting in a well-functioning environment for staff, champions, ministry partners, and participants. This position is responsible for the support of all systems and processes: both internal processes necessary for the daily operation of the organization, and external programs and ministry events.

### **Duties and Responsibilities**

1. Assist in planning and execution of ministry events: site selection and procurement processes; program vendor selection and communication; planning and communication with external ministry contacts; packing, unpacking, and volunteer management; and on-site management of ministry event experiences.
2. Manage the day-to-day operation and care of the organization's assets: vehicle, trailer and equipment.
3. Oversee, develop, manage, implement, and evaluate the day-to-day processes and operation of the organization and all strategic and programmatic initiatives toward the growth and expansion of the organization's ability to reach its mission.
4. Assist the Founder with inventory record-keeping and organizational data entry.
5. Lead and manage other duties, as skills allow and as assigned.

### **Knowledge, Skills, and Abilities**

1. A functional relationship with Jesus Christ that positively influences all of life.
2. Exceptional organizational skills, attention to detail, ability to meet deadlines and take initiative.
3. Excellent verbal and written communication skills.
4. Excellent interpersonal and customer service skills.
5. Physically capable to meet a demanding schedule and rigorous activity.
6. Experience and skill in leading, planning (short-term and long-term), and event management.
7. Ability to work with and teach individuals and teams with ease, tact, and diplomacy.
8. Practices the illusive commodity of initiative. Proactively initiates, creates, and implements plans in a timely manner.
9. Flexibility to serve an irregular schedule, extensive travel, and work over nights and weekends.
10. Proficient in Apple/Mac, Microsoft Office suite, Google Workspace, Daylite (calendar, contacts, project management), or other CRM software, or focused willingness to learn.
11. Certification from an advanced wilderness first aid training program or equivalent, or willingness to obtain it.

## **Education and Experience**

1. Bachelor's degree or equivalent experience in business, program development, project management, international relations, travel, or related field required.
2. Three years related experience or equivalent combination of education and experience in nonprofit management, business operations, or related activities.

## **Personal Characteristics or Requirements**

BENCHMARK Adventure Ministries is a faith-based nonprofit guided by the principles of the Bible and character of Jesus Christ. This position should demonstrate competence in:

1. *Ethical Behavior*: Understands and ensures ethical behavior that aligns with the values of the organization.
2. *High Integrity*: Models integrity in personal and work relationships, which encourages and demonstrates reliability, honesty, truthfulness, and dependability.
3. *Faith-Based Lifestyle*: The organization is faith-based and incorporates such principles into its daily life. Live in a manner that serves as an example to others.
4. *Ability to Build Relationships*: Establishes and maintains positive working relationships, both internally and externally, to achieve the goals of the organization.
5. *Focus on Client Needs*: Anticipates, understands, and responds to the needs of internal and external clients and donors within the organizational and financial parameters.
6. *Teamwork*: Works cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
7. *Creativity/Innovation*: Develops new and unique opportunities to improve the organization's potential.
8. *Think Strategically*: Assesses options and actions based on trends and conditions in the environment, and the vision and values of the organization.

Status: Full-Time, Salary

Reports to: Executive Director

Benefits:

- 80-hrs Paid Time Off
- 9 Paid Holidays / Additional Days Off
- Monthly Medical Health Insurance reimbursement.

Point of Contact:

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