

terradez

— MINISTRIES —

Job Title:	Operations Coordinator	Shift days:	Mon-Fri
Department/Group:	Terradez Ministries	Shift times:	12:30-4:30pm
Location:	Florissant CO	Travel Required:	As needed
Level/Salary Range:	\$15-17 per hour	Position Type:	Admin
Reporting to:	EA Operations	Date Posted:	April 2023
Supervises:	N/A	Benefits:	Part time

Applications Accepted By:

EMAIL:

INFO@TERRADEZ.COM

MAIL:

Terradez Ministries
6660 Delmonico Drive
Suite D272
Colorado Springs
CO 80919

Job Description

ROLE AND RESPONSIBILITIES

The Operations Coordinator role is essential in supporting the daily logistics of the organization.

- Fulfill customer orders- packing and preparing resources ready for shipping.
- Tracking and management of inventory and supplies. Preparing reports.
- Plan and coordinate offsite logistics for events including obtaining quotes, contracts and making team travel arrangements.
- Arrange, and set up catering for staff lunches/events.
- Oversee the resource area at events.
- Maintain and operate the Point-of-Sale system.
- Assist with mail collection and processing.
- Coordinate with contactors and volunteers supporting the operations of the ministry facilities.
- Training volunteers to work within the resource area.
- Collecting supplies, running errands as necessary.
- Organization, preparation and cleaning of ministry facilities/equipment.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Must have a valid driver's license, a reliable 4x4 mode of transportation and the ability to work remotely if necessary.

Must be able to show a minimum of 2 years' experience preferably with non profit/ ministries.

Write grammatically correct and clear communications, and present oneself in a professional manner.

Computer savvy and able to work with and learn a variety of applications.

Must have a positive attitude, ready to help wherever is needed to achieve the goals of the ministry.

Be able to work unsupervised and be self-directed, handling a varied workload with attention to detail and excellence.

Prepared to work outside of regular office hours during events, or if required to travel to events.

ADDITIONAL NOTES

This is an exciting opportunity to be a part of a rapidly growing ministry at a time where foundations are being laid for future expansion. This role is not for the faint hearted! This is a ministry-centered position that requires the candidate to be actively pursuing Jesus Christ on a personal and professional level.

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time