

Open Position

Job Title: Operations Analyst

Representative duties: Responsible for the operations of the church comprising of the following:

- **Manage Church communications with internal and external contacts including vendors, parishioners, using a range of platforms (telephone, email or social media);**
- **Manage internal communications between Pastoral team and the Church; In charge of day-to-day correspondence;**
- **Respond to all inquiries;**
- **Arrange meetings, prepare agendas and take minutes of meetings;**
- **Handle Church publications, website, and create and distribute bulletins and newsletters;**
- **Oversee facility maintenance and security operations; Assist with creating budgets, invoice, payroll, and track church donations and income from sales;**
- **Assist with Church equipment and facilities rentals and enforce church policies for facility use;**
- **Open and distribute mail;**
- **Build and maintain relationships with the congregation and community.**

Qualifications: BA degree in Business Administration of Foreign Equivalent

Annual Salary: \$81,827 to \$82,200

Resumes to: sesankuforiji@gmail.com