

Job Title: Church Operations Manager
Employment Type: Full-Time (40 hours per week)
Location: Raleigh Street Christian Centre

Reports To: Church Leadership Team

Position Overview:

The Church Operations Manager plays a vital role in the daily functioning of the church, ensuring smooth and effective administration, communication, and support across all ministries. This position requires strong computer and communication skills, a warm and professional manner with the public and church members, and the ability to manage church bookings, records, and communications. The role also includes the use of numerous computer software programmes including the Office 365 suite, Infoodle and Canva.

Key Responsibilities:

Administrative & Operational Duties:

- Manage the church office operations, including supplies, email, mail and general upkeep.
- Maintain and update the church database and records (e.g., membership, bookings, volunteers).
- Schedule and manage facility bookings for church and community use.
- Support church leaders and ministry teams with administrative needs.

Communication & Public Interaction:

- Answer phone calls and emails professionally and courteously.
- Greet and assist visitors to the church office.
- Serve as a primary point of contact for inquiries from members, visitors, and the public.
- Prepare and distribute internal and external communications & assist in keeping the website current (e.g., newsletters, bulletins, notices).

Media & Design:

- Design and create visual content for print and digital platforms using Canva or similar tools (e.g., flyers, social media graphics, presentation slides).
- Assist in creating and publishing content for church announcements, services, and events.
- Support basic media editing tasks (images, presentations, or video clips) where needed.
- Help maintain the church's website and social media platforms with up-to-date content.

Technology & Systems Management:

- Use computer applications effectively, including Microsoft Office, Canva, and church database software.
- Maintain and troubleshoot basic office IT systems or liaise with IT support when needed.
- Manage online calendars and booking systems.

Meetings & Coordination:

- Coordinate meetings and events as required by the pastoral or leadership team.
 - Attend weekly staff meetings and contribute to planning and coordination efforts.
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Skills & Qualifications:

- Proven administrative and organisational experience.
 - Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and Canva or other graphic design platforms.
 - Strong interpersonal and communication skills, both written and verbal.
 - Ability to interact respectfully with people from diverse backgrounds.
 - Experience in creating media for church or community settings (digital and print).
 - A heart for service and alignment with the mission and values of the church.
 - Self-motivated, detail-oriented, and able to manage multiple priorities.
 - Experience in a church or non-profit setting is a plus.
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Work Hours & Conditions:

- This is a full-time position of 40 hours per week, generally Monday to Friday but some work may be required on Sundays.
 - Occasional flexibility may be required for special events or meetings.
 - The role is based on-site at the church office.
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How to Apply:

Please submit your CV and a brief cover letter outlining your relevant experience and your interest in the role to office@rscc.co.nz

Applications close August 24, 2025