

Ss. Peter and Paul Jesuit Church
DIRECTOR OF OPERATIONS – JOB DESCRIPTION

Ss. Peter & Paul Jesuit Parish is a diverse Catholic community, located in a historic church in the heart of downtown, and engaged in today's revival of the city. We reach out and invite all to join us. Transformed by our liturgy and committed to prayer and a spirituality of service in the Jesuit tradition, we live as men and women for others in the Spirit of Jesus.

The Operations Director serves the parish as its full-time principal administrator. Position includes full package of Michigan Catholic Conference benefits.

1. ESSENTIAL DUTIES AND TASKS

I. Oversee Daily Operations

- Plan, direct and coordinate the operations of the parish office and physical plant.
- Manage parish volunteers for both regular and occasional projects
- Facilitate weekly staff meeting; maintain parish master calendar
- Oversee database for parish population and donor records
- Liaison with Pope Francis Center (a separate organization that uses parish facilities 6 days/week for ministry to homeless)
- Provide administrative support for special parish events and be present as needed
- Liaison with Community Partners (UDM, City of Detroit, AOD, Gesu, Jesuit Province, group tours)

II. Facilities Management

- Manage contractors for preventive and ongoing maintenance of this historic facility
- Manage use and scheduling of facility
- Develop and maintain emergency response plan
- Manage IT systems hardware and software
- Order, maintain and manage supplies for office and facility

III. Oversee Financial Operations

- Plan and manage budget for the parish
- Oversee parish bookkeeper, cash receipts and payments

IV. Human Resources

- Hire and manage part-time administrative staff and review performance
- Benefits Administration, Virtus and IChat Administration, and onboarding for all employees

2. QUALIFICATIONS

I. Skills, Knowledge, Abilities

- Highly organized and has proficiency in organizing others.
- Excellent communication and computer skills (MS Office, Google)
- Basic understanding of finance operations and plant management
- Willing to learn new skills as needed
- Able to work weekdays and occasional evenings and weekends.
- Ability to lift and carry packages, supplies and office equipment

II. Education, Training and Experience

- Bachelor's degree in business administration or organizational management or equivalent experience.
- Experience in managing an organization, preferably in a non-profit, parish or church.

3. COMPENSATION

I. Salary

- From \$45,000 annually commensurate with education and experience

II. Benefits

- Blue Cross Blue Shield Health insurance options
- Vacation, Personal and Sick Time
- Lay Employees Retirement Plan
- Michigan Catholic Conference 403(b) Retirement Savings Plan
- Employee Assistance Program

4. APPLICATION PROCESS

I. Email:

- Send resume and cover letter to office@ssppjesuit.org

II. Deadline

- Application deadline is March 15, but the position will be open until filled.

Ss. Peter and Paul Jesuit Church is an equal opportunity employer, committed to the full inclusion of all qualified individuals without regard to race, color, religion, national origin, sex, age, disability, height, weight, genetic information, or marital or other legally protected status. Ss. Peter and Paul is committed to achieving excellence through cultural diversity and encourages applications of women, persons of color, veterans, and persons with disabilities.