



www.newlifepres.org
1430 E. Orangethorpe Ave. Fullerton, CA 92831

Position: Director of Operations
Status: Full-Time
FLSA Status: Exempt
Reports to: Senior Pastor

Position Summary

The Director of Operations serves as a key organizational leader at New Life Pres by overseeing the operational systems, Sunday logistics, communications, and ministry coordination that support the life of the church. Working alongside the Senior Pastor, staff, Session, deacons, ministry leaders, and volunteers, this role helps ensure that the church's worship services, ministries, events, and operational systems are organized, hospitable, and well-executed. Qualified men and women who affirm the mission, vision, values, and doctrinal commitments of New Life Pres are encouraged to apply.

Job Description

Sunday Worship and Operations

- Coordinate Sunday worship logistics, participant scheduling, Planning Center, bulletins, and congregational communications.
- Support operational ministries including IT, Communications, Audio/Visual, Ushers, Welcoming, and Hospitality.
- Ensure smooth execution of baptisms, communion, membership receptions, and other special gatherings.

Church-Wide Operations and Ministry Coordination

- Coordinate church-wide communications, calendars, room reservations, events, retreats, trainings, and congregational meetings.
- Develop systems, workflows, and processes that strengthen ministry effectiveness and sustainability.
- Help ministry leaders move from vision to execution through planning, coordination, and operational support.

Administrative Leadership

- Supervise administrative staff and support operational volunteers.
- Maintain organized digital systems, shared documents, ministry databases, and operational workflows.

- Oversee office organization, ministry resources, supplies, and operational procedures that support day-to-day ministry.
- Coordinate facilities needs, onboarding, and administrative support for staff and ministry leaders.

Staff and Ministry Alignment

- Participate in weekly meetings, annual retreats, and requested leadership meetings.
- Support the implementation of the church's vision, mission, and ministry priorities through effective planning and execution.
- Foster alignment and communication among staff, ministry leaders, volunteers, and operational teams.
- Support the core value of Sent and Sending by assisting with the operational coordination of mercy, missions, and church-wide service opportunities.

Qualifications

- Experience in administration, operations, project management, organizational leadership, or a related field; church or nonprofit experience preferred.
- Demonstrated organizational and operational skills, with the ability to plan, coordinate, and oversee multiple projects and ministry initiatives effectively.
- Strong leadership and interpersonal skills, with the ability to lead, equip, and encourage volunteers and ministry leaders with clarity and humility.
- Excellent written and verbal communication skills, with the ability to build trust and communicate effectively across the congregation.
- Proficiency with technology and administrative tools (Google Workspace, Microsoft Office, Planning Center, and other ministry management software).
- Initiative, attention to detail, and sound judgment, with the ability to work well with clear goals and direction while exercising appropriate independence.

Expectations

- Embrace and actively support NLPC's vision, mission, and values.
- Attend weekly staff meetings prepared to report, discuss, collaborate, and pray with the staff team.
- Maintain clear, timely, and consistent communication with the Senior Pastor, staff, Session, ministry leaders, and volunteers.
- Work collaboratively as a team member, celebrating shared successes, contributing ideas, and supporting the work of others.
- Be willing to assist fellow staff members as needed and as capacity allows, for the good of the whole ministry.

How to Apply

- One page cover letter.
- Resume (including 2 references, contact email, and their relationship to you).

- Please email all documents to hr@newlifepres.org.
- Applications will be reviewed on a rolling basis.