

Operations Coordinator



VILLAGE CHURCH

Presbyterian (USA)

Village Church Mission Campus
6641 Mission Road
Prairie Village, KS 66208

Full-Time
Reports to: Senior Director of
Business Operations

To apply, send resume and/or cover
letter to
kristin.dillon@villagepres.org

Position Summary:

The Operations Coordinator welcomes visitors, manages the Reception Desk, assists with calendar and event scheduling, and supports the administrative work of Business Operations.

Key Responsibilities:

Reception Desk: 50%

- Welcoming visitors, answering the switchboard, and handling front desk duties
- Maintaining the event calendar system, assisting with resource coordination, and adjusting room schedules with internal and external groups as needed
- Receiving and routing incoming packages and mail

Business Office Support: 50%

- Assisting with Human Resources functions such as payroll support and compliance reporting
- Assisting the Financial Team
- Assisting the Information Technology Team
- Other duties as apparent or assigned

Core Competencies:

- Ability to support the mission and ministry of Village Presbyterian Church and model its values while at work
- Ability to manage detail
- Ability to provide a welcoming, calm, knowledgeable presence at the Reception Desk and interact positively with a variety of personalities and requests
- Ability to collaborate and work cooperatively as part of a larger team
- Ability to problem solve to resolve event resource challenges and conflicts
- Ability to be timely and responsive to requests for information from members, outside groups, and staff

Essential Qualifications:

- Minimum of two years' experience in reception desk activities
- Bachelor's degree preferred
- Proficiency in Microsoft Office Suite
- Experience with resource planning and scheduling systems, such as Planning Center

Helpful Skills:

- Demonstrated time management, organizational, and multitasking skills

- Minimum of two years' experience providing technical support to Human Resources
- Detail oriented
- Strong communications skills: in person and digital
- Experience with a telephone switchboard

Working Conditions and Physical Requirements:

- Office setting, long periods seated in a chair
- Use of computer, telephone switchboard, and other office equipment

How to Apply:

Send resume and/or cover letter to kristin.dillon@villagepres.org.

Direct Reports:

None.

AAP/EEO Statement:

Village Presbyterian Church is an equal opportunity employer. In accordance with anti-discrimination law, it is the purpose of this policy to effectuate these principles and mandates. Village prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, sex, religion in non-ordained positions, national origin, disability status, protected veteran status, or any other characteristic protected by law. Village conforms to the spirit as well as to the letter of all applicable laws and regulations.