



## Operations Manager

**Arrive Ministries** is a Christian nonprofit seeking life transformation for refugees, immigrants, and the Church. We live out God's command to welcome refugees and immigrants by providing direct program services, mobilizing the church, and calling our communities to respond Biblically.

**Job Summary:** The Operations Manager coordinates the administrative infrastructure of Arrive Ministries, including operations, office logistics, staff support, and special projects. This role interfaces with all programs, providing special support to the Management Team.

### Operations - 40%

- Supervise Administrative Coordinator role
- Manage technology needs, providing supplemental training
- Provide new hire onboarding, along with program managers
- Coordinate finance operations for staff, including credit card purchases, reimbursements, and purchasing
- Manage subscriptions and merchant accounts
- Maintain staff records: required staff training, resumes, org chart, staff directory, insured vehicle operators
- Coordinate ongoing staff events: staff meetings, annual celebrations, etc.

### Office Management – 35%

- Provide office administration for building use, including tech issues, classroom schedule, etc.
- Maintain calendar and scheduling of classrooms
- Coordinate regular maintenance on company vehicles
- Maintain office equipment and supplies inventory and manage offsite storage needs, coordinating with Client Support Coordinator and Administrative Coordinator
- Manage and coordinate best practices for general in-office, phone and email requests
- Manage office moves, workstation set up, office furniture purchasing for new hires,
- Contribute to the policies and manage practices for maintaining office protocols

### Project Support – 25%

- Develop a working knowledge of Arrive Ministries databases (Dynamics, Abila, etc), coordinating reporting, data validation, and the training of staff
- Coordinate regular file maintenance and file nomenclature on Sharepoint files
- Process new volunteer applications and background checks
- Assist with event coordination
- Provide general assistance to the Executive Director

### Knowledge and Skills Required:

- Demonstrated relationship with Jesus Christ



- Excellent time management, organization, and problem-solving abilities
- Able to speak, read, and write in the English language
- Competency using computer applications for database, Microsoft products, and other programs
- Minimum 3-years of office administration experience
- Project management experience
- 4-year college degree preferred
- Valid MN Driver's license with proof of insurance and good driving record
- Agree with and adhere to Transform Minnesota's Statement of Faith, Core Values, and Code of Conduct

**Additional Information:**

- Reporting relationship: Church Mobilization Director
- Workflow Collaboration Relationships: Provides support to the Management, Engagement, and Supervisor teams and supervises the Administrative Coordinator.
- Hours: Regular office hours 8:30am-5pm, with flexibility to work occasional evenings for events