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| Image result for st. michael's catholic community | **ROMAN CATHOLIC DIOCESE OF CALGARY**  **St. Michael Catholic Community** | Bishop Coat (3) |
| **POSITION DESCRIPTION**  **DIRECTOR OF OPERATIONS** | | |

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| **REPORTS TO:** |
| **Pastor** |
| **OVERVIEW:** |
| **St Michael Catholic Community** in Calgary, ABis looking for a **Director of Operations** to oversee the efficient management of the business office and operations, whether financial, personnel, and property or otherwise including the management of an 18-member staff, while supporting over 40 volunteer ministries. |
| **RESPONSIBILITIES** |
| **Primary Responsibilities:**   * Staff management including scheduling: performance assessments; direction, etc. * Oversee the human resource matters of the parish staff * Financial management and reporting * Building and equipment maintenance and management   **Specific Requirements:**   * **Responsible for the day-to-day management of staff and building operations;** * Creating and maintaining up-to-date Job Descriptions in collaboration with the Diocese of Calgary’s Human Resource Office; * Staff Management including coaching, benefits, training, motivation, staff development, staff meeting coordination and team building * Ability to achieve organizational goals and outcomes by engaging employees and inspiring the staff through the changes that impact their day-today work * Ensure the parish has adequate and suitable resources to complete its activities (people, materials and equipment) * Adopt effective recruitment practices including setting of wages per Diocesan guidelines; hiring qualified individuals; ensuring job orientation and job expectations are provided; * Implement and maintain accurate financial processes and systems for accounting, banking and payroll functions based on Parish Regulations and diocesan HR Policies and practices * Manages and assesses the parish’s financial position and issues periodic financial and operating reports including Parish, Diocesan and government regulatory reports; * Provides monthly, quarterly and annual financial reports to Pastor; * Establishes, maintains and monitors a parish budget in collaboration with the other stakeholders that includes: capital assets; maintenance and operating budgets * Oversees the activities involved with building and equipment maintenance including ensuring that short- and long-term maintenance schedules are in place and adhered to; * Manages and assesses the IT infrastructure and procurement needs of new equipment and software; |
| **Qualifications:** |
| * A university degree or college diploma * A minimum of 5 years of staff management experience * Management experience in a church and/or not-for-profit organizations an asset * An active and fully-initiated Catholic in full communion with the Catholic Church * Strong computer skills with MS Office (Word, Excel and PowerPoint, etc.) |
| **Hours of work:** |
| 40 hrs/wk |
| **Key Relationships:** |
| All staff (permanent and part-time) including parish clergy, temporal offices at Catholic Pastoral Centre; parish Pastoral and Finance Councils and other parish committees; suppliers and contractors; etc. |
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| **TO APPLY:**  Send résumé and 3 references to: Luisa Adams by email to [ladams@saintmichael.ca](mailto:ladams@saintmichael.ca) or by mail to:  St Michael Catholic Community  800 85 St SW  Calgary AB T3B 4H7 |
| Salary to be negotiated.Thank you in advance for applying.  Only those applicants who have been short-listed will be contacted.  **Application deadline: Noon, Thursday, March 21, 2019** |