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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;
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| **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.)
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| **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 or by mail to:  St Michael Catholic Community 800 85 St SWCalgary 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** |