



Title: Campus Operations Director
Department: North Campus
Reporting Structure: North Campus Pastor

Summary of Position

The primary purpose of this position is to create alignment and order in the administrative and operational coordination of North Campus to enhance campus organizational cohesion, collaboration and effectiveness.

Position Responsibilities/Function

- Supervises North Campus office volunteers and operations, including recruitment, training, monitoring job performance, spiritual care, development of campus organizational systems, and upkeep of office environment.
- Supervises Facilities employees and operations, including recruitment, training, monitoring job performance, spiritual care, legal compliance, vendor relationships, renovation project management, and campus maintenance.
- Oversees compliance standards for HR standards (i.e. hourly timesheet approvals, PTO approvals, etc.)
- Develops and maintains a campus events coordination system that includes events approval process with campus stakeholders, oversight of campus calendar, coordination of departmental support for approved events, and ensures follow up to provide continual improvement to system and processes.
- Develops and maintains a campus communications system under direction of North Campus Pastor and in coordination with MarComm that provides key vision and information to employees, volunteers, commissioned leaders, and attendees.
- Manages all externally-contracted campus events and serves as primary point of contact.
- Develops, maintains and monitors a campus-specific organizational dashboard that measures campus KPIs, financial status, and CSP progress across all departments.
- Serves as needed in support of North Campus Pastor and North Campus projects.

Qualifications:

- Bachelor's Degree preferred
- Highly organized
- Documented ability to create and maintain effective, adaptable organizational systems
- 3 years' experience of managing employees, preferably in an operational environment
- Excellent time management, delegation and managerial skills
- Excellent written and verbal communication skills
- Proficient in Word, Excel, PowerPoint, Database systems
- Spiritually mature and growing Christ follower

About Gateway Church

Gateway Church in beautiful Austin, Texas, is a highly diverse culture, reaching people far from God. Our staff gets to be a part of an amazing movement making a difference in the city and around the globe, living out our values of Come As You Are, Live Connected, Be Transformed and Change Your World. If you're a fan of ACL, SXSW, year-round sunshine, great Tex-Mex and not ever wearing a tie again, then you get us. We are a church where no perfect people are allowed and we've worked hard to create a non-threatening, culturally relevant environment that welcomes anyone and everyone who seek out the claims of Christ. For more information about who we are, head to www.gatewaychurch.com where you can experience our services live streamed, listen to podcasts, learn about our staff and much more.

Equal Employment Opportunity has been, and will continue to be, a fundamental principle at Gateway Church, where employment is based upon personal capabilities and qualifications without discrimination because of race, color, sex, age, national origin, disability, pregnancy or any other protected characteristic as established by law.

As a religious institution, it is important that all employees of Gateway Church practice the same beliefs of the church. We therefore reserve the right to exercise this bona fide occupational qualification (BFOQ) in determining which applicants are best suited for positions at our church.

This policy of Equal Employment Opportunity and the related BFOQ applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination and all other terms and conditions of employment.

Note: Gateway does not accept resumes from headhunters, placement agencies or other suppliers that have not signed a formal and current agreement with us. Our supplier base is restricted to specified hiring needs. Therefore, any resume received from an unapproved supplier will be considered unsolicited, and Gateway will not be obligated to pay a referral or placement fee.