



THE FOUNDRY

Campus Administrator/Operations Manager

Reports To:	Fry Road Campus Pastor
Job Type:	Part-time; Salaried

About The Foundry... The Foundry is a multi-site church serving the communities in NW Houston and Cypress. Founded in 1978, The Foundry has grown into a church with several thousand active members who are engaged in helping others to know, follow and share Jesus. We are committed to building resilient faith in the next generation and to allow God to work through us in our community where we live, work and play. By calling ourselves The Foundry we embrace both the mission of John Wesley, who radically changed the world by sharing the truth about Jesus with countless people, and our start in a humble foundry. We invite God to work in us, using the circumstances of our lives to “refine us like silver and purify us like gold,” (Zechariah 13:9). Together, we are allowing the master artist to transform us and create something beautiful from our lives. Learn more at foundrychurch.org/about.

About the position... The Campus Administrator/Operations Manager will provide outstanding administrative support which includes strong organizational and time management skills, excellent customer service skills, the ability to analyze and resolve problems, ability to work under time sensitive constraints, work under minimal supervision and possess a high level of confidentiality. This position is the primary contact person for the Fry Road Campus Pastor and all operational matters requiring attention at the Fry Road campus.

About Belonging – Believing – Becoming...

The Foundry exists to help people know, follow, and share Jesus. As a part of The Foundry team, you are inviting people into a deeper level of commitment to Christ and His Church. Therefore, you must be able to declare the following:

- I am willing to publicly profess my faith in Christ.
- I have been baptized.
- I am committed to growing as a follower of Jesus.
- I have read and accept what The Foundry believes (Statement of Faith, Values and Mission).
- I agree to protect the unity of The Foundry by learning, supporting church leadership and doing my part to stay informed and engaged in the mission of the church.
- I agree to participate in the life of The Foundry in these ways:
 - Corporate Worship
 - Small Groups
 - Serve Teams
 - Offering (Contributing financially to the mission)

- Witness (Inviting others to follow Jesus and be part of His church).

Qualifications:

- Walk closely with Christ; demonstrate an ongoing and growing relationship with Jesus Christ.
- Ability to work well with all levels of staff, volunteers, church members, vendors, etc.
- Excellent verbal, written and phone communication.
- Exercise good judgment and discretion, maintaining confidentiality.
- Ability to adapt quickly to changing demands and deadlines, demonstrate flexibility in the face of change or uncertainty and concurrently manage multiple tasks successfully.
- Strong administrative skills.
- Strong organizational skills.
- Ability to prioritize and work within strict time constraints.
- Self-starter, ability to work independently.
- Must be willing to learn new technologies.
- Be patient, reliable and possess an attention to detail.
- Strong internet research skills.
- Agree to The Foundry's Statement of Faith and be in alignment with vision and mission and be willing to become a member of The Foundry Methodist Church.

Education and Experience:

- Microsoft Office Suite (Word, Outlook, Excel, Publisher)
- Rock Church Management System
- eSPACE (event scheduling application)
- Basecamp

Responsibilities:

- Manage and maintain Fry Road Campus Pastor's calendar, schedule appointments, coordinate meetings and functions.
- Assist the Fry Road Campus Pastor with special mailings and information requests.
- Notify the Fry Road Campus Pastor when critical information is received regarding deaths, hospitalizations, surgeries, births, etc.
- Assist in planning, organizing, and execution of church functions and activities.
- Liaise with vendors, contractors, staff, and pastor levels.
- Oversee contracts and service providers for functions such as catering, cleaning, parking, and security.
- Ensure that basic facilities are well-maintained and request proactive maintenance.
- Deal with emergencies as they arise.
- Ensures that the facility is clean and maintained according to company policy and procedures.

- Check completed work by vendors and contractors.
- Oversee church supply purchases for the Fry Road campus.
- Contact and handle vendors/contractors for church maintenance as directed by Fry Road Campus pastor.
- Maintain custodial, facility, cleaning, and maintenance supply inventories in all appropriate levels.
- Program thermostats for heating and cooling.
- Supervise volunteers willing to help maintain the facilities for special event set-up and take-down.
- Manage facility rental for concerts, weddings, and funerals.
- Serve as the event coordinator for campus operations (ordering items, communicating with volunteers, completing checklists, etc.).
- Oversight of new member assimilation.

Compensation:

The Foundry offers a competitive compensation package commensurate with education and work experience. Particulars of compensation will be worked out with the successful candidate upon satisfactory completion of financial and criminal background checks.

If you think God might be calling you to this position, submit your resume to andy.cunningham@foundrychurch.org.