



WorkLight Operations Manager - Job Description

WorkLight is a redefining of a ministry that has been positively impacting lives for over 35 years. Formerly known as Christians in Commerce, we are transforming the way we reach and support Christians in the workplace. This engagement-centered endeavor contains a new brand, enhanced content, additional media channels, on demand resources, and innovation toward younger and more diverse audiences.

Our mission is “to encourage and equip Christians to be God’s presence in the workplace by the power of the Holy Spirit, exercising faith, integrity, and excellence.” Our ambitious growth targets include 10x increase in our audience size and number of program participants over the next 5 years. Thousands of lives and souls will be transformed. We are looking for a reliable Operations Manager who will undertake administrative tasks, ensuring the rest of the staff has adequate support to work efficiently.

Reporting structure

The **Operations Manager** will report to the President and will work closely with our Board of Directors, sub-committees, staff, and donors. This role will oversee volunteers, consultants, and mentor part-time staff.

Job Overview

The **Operations Manager** ensures smooth running of our company’s office and contributes to driving sustainable growth in all the organization's goal areas. They will manage the operations, human resources, and financial aspects of the organization. Additionally, they will also work closely with our CPA to help with the preparation of filing our Annual 990 tax return and other compliance documentation.

The ideal candidate will be highly detailed-oriented, competent in prioritization, and be able to work with little supervision. They will be self-motivated and trustworthy. They will be able to juggle several details in a timely manner.

This role will function primarily through technology such as teleconference, telephone, and email. Thus, desire to authentically connect with others in building a high functioning team and culture is critical. Flexibility will be required in the form of 5-10% travel, blended in-office and remote work, and adaptation to dynamic organizational strategy.

Compensation

\$45,000-55,000 annual salary

Competitive health benefits

Employer-supported retirement

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Responsibilities and Duties

- Coordinate office activities and operations to secure efficiency and compliance to company policies & legal requirements (i.e., 990, file annual renewals with states of CA, IN, VA, MN, etc.)
- Collect and analyze data to inform operational decisions or activities (i.e., research new office software products, review liability insurance policies, etc.)
- Establish, develop, and maintain operating strategies, plans, or procedures.
- Manage human resources activities related to benefits, selection, and onboarding.
- Manage phone calls, and correspondence (e-mail, letters, packages etc.)
- Create and update records and databases with personnel, financial and other data including electronic donations records in the Bloomerang database.
- Manage inventories of products or organizational resources.
- Submit timely reports and prepare presentations/proposals as assigned.
- Relate with outside vendors for accounting purposes and compensation.
- Responsible for generating Annual Year-End Tax Receipts.
- Prepare monthly financial reports and project figures for the annual budget.
- Coordinate special events (Annual Conference) in partnership with the Program Ministry Manager
- Support Communications department with scheduled tasks, including scheduling social media posts, emails and other content as needed.
- Serve as a receptionist when in the office.

Qualifications

- Proven experience as an Office Administrator/Manager, Operations Manager, or relevant role
- Outstanding communication and interpersonal abilities
- Excellent organizational, attention to detail, and leadership skills
- Familiarity with office management procedures
- Excellent knowledge of MS Office (specifically Excel), QuickBooks, CRM software (Bloomerang) & G-Suites
- High school diploma: BS/BA in office administration or relevant field is preferred.
- Be proficient with different forms of social media (Facebook, LinkedIn, etc.)

To apply, please send resume and cover letter to careers@worklight.org

WorkLight is an equal opportunity employer and complies with all local, state, and federal employment laws. We are committed to a diverse and inclusive workforce.