## Job Ad for Operations Coordinator position

**12-8-15**

Central Presbyterian Church is in search of an **Operations Coordinator**. This position is critical to smooth running of the church's facilities' and creating the optimal environment for both internal and external ministries to operate.

This position requires a person with an out-going personality who enjoys working with people both inside and outside of the Central. The candidate must have demonstrated experience working in a fast-paced, ever-changing environment and is eager to learn new things as a regular part of this position.

This person must enthusiastically and persuasively foster team atmosphere in coordinating operational tasks and assignments. Additionally he/she must be willing to receive coaching, outside training, and on-the-job training. The candidate needs to live a faith-filled life as evidenced by personal spiritual disciplines.

This is a 30 hour per week position with 8:30am to 4:00pm Monday through Thursday.

To apply, please send resume and cover letter to HR@centralpc.org.