



**ROMAN CATHOLIC DIOCESE OF CALGARY
St. Michael Catholic Community**



**POSITION DESCRIPTION
DIRECTOR OF OPERATIONS**

REPORTS TO:

Pastor

OVERVIEW:

St Michael Catholic Community in Calgary, AB is 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-to-day 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;

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.)

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.

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 SW
Calgary 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