

Director of Operations

Lakewood Alliance Church

Lakewood Alliance Church is seeking a Director of Operations to provide leadership in church administration, communications, volunteer engagement, newcomer integration, and ministry coordination.

This role serves as a ministry multiplier by creating systems and processes that help people connect with Jesus, grow in community, engage in ministry, and participate in God's mission.

Key responsibilities include:

- * Coordinating newcomer engagement and follow-up systems
- * Managing church communications and digital platforms
- * Supporting volunteer recruitment, onboarding, and scheduling
- * Overseeing office administration and ministry systems
- * Coordinating discipleship initiatives and ministry events
- * Supporting financial administration and facility scheduling & hosting

The ideal candidate will possess strong organizational, communication, and project management skills, experience working with volunteers, and a passion for supporting the ministry of the local church.

Experience in church, ministry, or non-profit environments is preferred.

To apply, please submit a resumé and cover letter by **July 1** to dave@lakewoodalliance.com.

Salary: \$25-\$30/hour depending on experience.

Full-Time: 37.5 hours/week