

Operations & Projects Coordinator (Full-Time) - September 2020

FLSA	Exempt
Employment	Full-Time
Reports To	Director of Operations

Job Summary

Reliant is looking to hire a passionate and highly motivated full-time Operations & Projects Coordinator to serve our local and distributed Central teams. This role will be responsible for assisting the Director of Operations in executing Reliant Central's Operations strategy as well as overseeing the successful completion of organizational-wide Projects. This will include, but not be limited to, helping to coordinate tasks, projects, and processes from a high level (with our overall system) to a ground level (working with and coordinating all inter-department collaboration).

The ideal candidate would be a Christian who is detailed-oriented and able to understand the big picture, is skilled at working with many projects and processes, and can effectively manage his or her time, calendar, and many tasks in a process-driven environment. It is important to note that Reliant Central functions within a matrix model and collaboration is a core element to the success, and growth, of our organization. We believe Reliant is stronger and more able to grow when we run & operate with excellence throughout all of our operations. In light of this, we function with processes that are repeatable, scalable, and transferable. We focus on maintaining a culture of innovation and a solution-oriented thinking to better serve each other internally, and our partners, missionaries, and donors.

Responsibilities

1. Strategic Support for Central Operations

- Work alongside Director of Operations in all process innovations for Reliant Central teams
- Help implement and perfect Reliant Central's overall strategy for Operational excellence - Ops Proposals, Meetings, etc
- Support for development and execution of organization-wide strategic plans

- Help implement policies, procedures, and processes to encourage collaboration and trust between all Reliant office teams
- Work effectively alongside all the teams in the Reliant office, to help build stronger processes and more efficient operations
- Manage Reliant's office-wide knowledge platform, Confluence ("Solomon") & work with Central Office Coordinator to lead Solomon Admin team
- Oversee the user end of Reliant's office-wide tools, such as Microsoft Team, internal knowledge platform (Confluence or "Solomon), Calendars, technology tools, etc
- General documentation and information processing
- Scheduling, calendar, and communication support
- Manage other various operations projects, as needed

2. Project Management

- Oversight and execution of various large collaborative projects
- Planning, leading, organizing, and empowering project teams - keeping teams accountable for their commitments, removing roadblocks, etc
- Development & prioritization of projects to ensure continued cohesion of Program Team and Process Teams collaborative work
- Building project plans, tracking progress, and measuring scope & schedule for collaborative projects
- Track, prioritize, and document progress for all collaborative projects using Solomon & the Proposal System
- Coordinate and maintain office-wide collaborative system, tools, and task management
- Comprehensive project documentation and information processing
- Special office-wide assignments and projects, as needed

3. Staff and Admin

- Attend assigned staff or team meetings
- Submit reports or paperwork as required
- Assist with general Office-wide duties as needed
- Assist with any logistical needs for facilities or central office resource management

Job Specifications

- A profession of faith in Jesus Christ
- Agrees with Reliant's Statement of Faith, Core Values, and Code of Conduct
- Works well with others and is an effective collaborator with excellent interpersonal skills
- Project Management experience - understanding agile concepts
- Strong attention to detail along with the ability to see the big picture
- Efficient problem solver with good time management and critical thinking
- Ability to understand and execute information processes

- High computer and technological literacy in Google Applications, Microsoft Office Applications, Outlook Calendar, & Task Management tools
- Effective in executing project plans - tracking deadlines, scheduling actions, and follow through

Reporting Relationships

- Reports to the Director of Operations
- Important role within the Operations Leadership team
- Interacts with all Reliant Central departments and individual staff
- Works closely alongside Matrix Teams - specifically Liaisons, Systems, and Process Teams

All Reliant Office Employees must:

1. Have profession of faith in Jesus Christ
2. Affirm Reliant's Statement of Faith (<https://solomon.reliant.org/display/AboutUs/Statement+of+Faith>) and Reliant's Core Values (</pages/createpage.action?spaceKey=building&title=Core+Values>)

Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this job. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.