

Operations Administrator

The Hope Center is searching for an Operations Administrator to support the Building Property Operations and Events team for the ministry. Qualifications include a flexible team player willing to achieve the objectives of the ministry team together, with an opportunity to assume additional responsibilities as may be appropriate. Wonderful Christ-centered environment committed to serve our tenant ministry partners, their employees, our many event guests, and outside parties seeking to learn more about The Hope Center. This a full time salaried position located in Plano, Texas.

Requirements include a detail oriented, multi-tasking individual willing to take initiative to strengthen both our administrative team and our ministry partner tenants. Intermediate level proficiency with Microsoft Excel required. Must be able to exercise independent judgment and thought and maintain a level of ministry professionalism with grace and empathy, while meeting deadlines and expectations typical in a commercial building operation. Bachelor's degree (B. A.) or equivalent; or related administrative experience and/or training; or equivalent combination of education and experience.

Generous ministry benefits, including standard medical and dental benefits, accessibility to 401(k) saving plan, paid vacation and holidays.

STAFF AND VOLUNTEER CALLING AND CONDITIONS:

All of our staff and volunteers are called to convey The Hope Center's religious message and vision, and carry out The Hope Center's mission therefrom. All employees and the entire organization draw much of our emotional enrichment from close relationships with others. Therefore, all volunteers, staff members and leadership play a critical role in the culture and traditions of The Hope Center by cultivating and transmitting shared ideals and beliefs. In this manner, they foster a religious environment that propagates The Hope Center beliefs by joining in a common Christian religious endeavor.

We represent Christ in our witness to Believers and non-Believers alike, thus our insistence upon a common Statement of Faith and beliefs. Thus The Hope Center places its faith in the hands of its leading ministerial employees, administrators, officers, employees, and volunteers. For this reason The Hope Center exercises complete control over the selection of those who will personify its beliefs. Thus, The Hope Center effectively shapes its own faith and mission through these said appointments.

A condition of employment or volunteering at The Hope Center is the knowledge of and respect for the Christian faith, and a commitment to abide by the tenants of the Christian Church, to exhibit a commitment to the ideals of Christian living, and to be supportive of the Christian faith.

FOR IMMEDIATE HIRE. Resumes, Cover letter with salary expectation/needs to Stan@TheHopeCenter.org No phone calls, please.

The Hope Center is a 501c(3) religious organization.