
Operations Support Associate

Status: 25 hours per week

Working Days: typically Monday – Friday; a spirit of flexibility is required

About The Meeting House

We feel God is calling us into a vision of: *Introducing spiritually curious people to the Jesus-centered life through a movement of Jesus-centred churches.* What does that mean? Through our Meeting House parishes and expressions across Southern Ontario, our desire is to honour God by proclaiming the irreligious message of Jesus and fostering loving communities of fully committed Christ-followers in a way that makes sense for that local context. We are all about Jesus first, which we believe results in our values of peace, simplicity, community, and mission. We are reimagining what it would look like to be a church that is fully activated for mission and engaging the spiritually curious around us. We are committed to evangelism and kingdom growth within our existing footprint and uniting with other Jesus-centred churches to amplify our Kingdom impact beyond our footprint in ways we have not imagined before. We need people who share excitement about this spirit-led vision and want to contribute to their gifts, skills, expertise, and heart to this transformation! Check our website for more details:

www.themeetinghouse.com

Role

The Operations Support Associate will fill a crucial role as part of the Operations Support team. You will be assisting with and performing key tasks that support our parishes, ministries and cross regional initiatives along with procuring items needed for these day-to-day operations and special events.

Requirements

- Fully aligned with the message, mission, and ministry strategy of The Meeting House
- Maintain and model a spiritually thriving relationship with God and passion for Jesus
- Excellent relational, personal communication, and hospitality skills
- Strong administrative, numeric and organizational skills with a high attention to detail
- Experienced with Word, Excel, and Google apps including Gmail, Calendar, Drive and Sheets
- Ability to work independently, multi-task, and work effectively amid constant change
- Must be able to work quickly and with competing deadlines
- Must be logistically minded, and know how and when to take initiative
- Experience with cost analysis and source purchasing is required
- This role has a physical component that will require some occasional heavy lifting
- Experience with Freshdesk software or similar is an asset

Responsibilities

- Purchase items needed to fulfill FreshDesk requests, support events for all TMH ministry areas including Jesus Collective, and replenish inventory for day to day operations
- Process shipping (Canada Post & Purolator as needed) and receiving items within The Meeting House systems as well as items received/sent to outside vendors
- Assist with FreshDesk tickets
- Perform weekly nametag creation and distribution
- Provide requested printed materials
- Maintain appropriate inventory levels and operate within set budgets
- Assist with parish equipment/supplies maintenance
- Support planning and implementation of cross regional special events
- Ensure all expenses are properly receipted, coded, and submitted
- Maintain organization of Operations Support work and storage areas
- Other duties to assist the Operations Support department, as requested

Relationships

Reports to: Operations Manager

Day to Day Support and Direction: Operations Support Supervisor

What We Offer

You will lead and work alongside amazing people in our community who love Jesus and are learning to put into practice what it means to follow Him. You will join a staff team who genuinely care for each other, love what they do and strive to work to the best of their abilities. None of us are superstars; we just try to authentically follow Jesus together. We are a fast-paced organization and are willing to try new things and experiment if we think something else will be more effective. We often fail first before finding what works best.

We offer a competitive benefits and pension plan, encourage and support professional development and continued learning, and provide the technological tools required to do the job, including a laptop and smartphone.

Hiring Statement

We believe that the body of Christ is unified when each of us is encouraged, recognized, and able to serve out of our gifts, and that the church is at its best when church leadership represents the communities in which we serve. At The Meeting House, we want to do better. We strongly encourage women and men, and people of all ethnicities and abilities who love Jesus and are aligned with our vision and values, to consider applying for a staff role.

We strive to achieve equality in the workplace, which means no one will be denied employment opportunities or benefits for reasons unrelated to fit for a role. We also understand employment equity means more than treating individuals in the same way but requires special measures and the accommodation of differences. In this way, we are following Jesus in our hiring practices to create a diverse and inclusive workplace reflecting the body of Christ.