

SUNSET PRESBYTERIAN CHURCH POSITION DESCRIPTION

Position Title: Director of Operations

FLSA Status: Part-Time (20–25 hours per week)

Date Revised: March 13, 2026

Sunset Presbyterian Church is seeking a **Director of Operations** to help steward the church's campus, operational systems, and organizational infrastructure in support of our mission.

Sunset is a vibrant church community of approximately 600 members located in southwest Portland. Our mission is to love our world through faith in Jesus Christ and to equip others to do the same through worship, discipleship, service, and outreach. The Director of Operations will play a key leadership role in ensuring that Sunset's facilities, operational systems, and campus resources effectively support the ministry and mission of the church.

POSITION OVERVIEW

The Director of Operations oversees operational areas including facilities planning, vendor relationships, risk management, security oversight, and operational planning. This role works closely with the Senior Pastor, Director of Finance and Administration, and Facilities Lead to ensure that the church's campus and operational systems are well managed and aligned with the church's ministry priorities.

This is a **part-time leadership role (20–25 hours per week)** with a flexible schedule.

KEY RESPONSIBILITIES

Facilities & Campus Stewardship

- Oversee long-term campus maintenance planning
- Coordinate major repairs and capital improvement projects
- Support facility use planning for church ministries and external events

Vendor & Contract Management

- Manage vendor relationships and service contracts
- Review and negotiate operational and facility-related contracts

Risk Management & Security

- Coordinate the church's Risk Management Committee

- Oversee insurance relationships and safety protocols
- Assist in developing and maintaining security and emergency preparedness procedures

Operational Planning

- Assist with budgeting and forecasting related to facilities and operations
- Support long-term campus planning and stewardship of church resources

QUALIFICATIONS

The ideal candidate will have:

- Experience in operations, facilities management, project management, or nonprofit leadership
- Strong organizational and problem-solving skills
- Experience managing vendors, contracts, and operational systems
- Financial literacy and comfort working with budgets
- Ability to collaborate effectively with staff, volunteers, and ministry leaders
- Alignment with the mission and values of Sunset Presbyterian Church
- Experience in church or nonprofit settings is helpful but not required.

To apply, please submit your resume and brief cover letter to [Chris Sarles](#).

Sunset Presbyterian Church is committed to building a Christ-centered community that faithfully serves our congregation and our city.