

Head of Bel Air Campus Services

Employee Name: [LEAVE BLANK FOR POSTING]

Department: Operations

FLSA Status: Exempt

FT/PT: Full-Time

Date:

Overview:

Bel Air Church has identified the BEL AIR CAMPUS as a strategic priority with the goal that it be a blessing for the City of Los Angeles. We believe that God commands us to be hospitable with our resources [*“Do not neglect to do good and to share what you have, for such sacrifices are pleasing to God...” – Hebrews 13:6*], and we have been entrusted with a campus that differentiates and distinguishes us, and is much more than just a place where we worship on Sunday.

The role of **Head of Bel Air Campus Services** is a highly strategic and exciting role that provides wholistic leadership, logistics management, and overall stewardship for five key areas: our beautiful facilities, our unique café and catering, the promotion of our venues to broader audiences, capital improvements, and technology infrastructure supporting ministry.

Values

- We live the Bel Air Church mission, vision, and values.
- We focus our time, talents, and energy on advancing the strategic goals and priorities of Bel Air Church.
- We are highly collaborative, motivated, and team focused in a fast paced environment.
- We emphasize team, multiply our impact within the community, and are self-starters.
- We strive to work well in a learning, dynamic, and constantly changing environment.
- We seek to identify and work toward solving issues directly.

Measurables

- Service orientation
 - Judgement and problem solving
 - Attendance, reliability, productivity, and quality of work
 - Ability to build effective teams and healthy working relationships
 - Leadership and mentorship
 - Interpersonal communication
 - Stewardship of Bel Air Church vision and resources
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Accountability and Relationships

- **Reports to:** Executive Director
 - **Supervises:** Direct reports include Director of Facilities, Café and Catering Coordinator, Director of I.T.
 - **Relates closely with:** Church and Preschool staff, ministry volunteers, outside groups (*event/wedding planners, vendors, project subcontractors, community liaisons, etc.*)
 - **Key team and meeting participation:** Required Team participation: *Member of Lead Team, Member of Strategic Planning Team, All-Staff meetings, other meetings as assigned*
 - **Evaluation:** Performance evaluations will be conducted at least annually by the supervisor; as with all job descriptions, details may be adjusted as deemed necessary through the evaluation process
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Essential Responsibilities and Duties

- Under the direction of the Executive Director, provide oversight of the day-to-day campus operations of the organization. This includes implementing the Senior Pastor's vision while championing the values of the organization.
 - Leading campus operations in alignment with, and recognition of, the priority of the Bel Air Campus, understanding that:
 - Our campus can encourage and enhance worship, community, and prayer by having gathering areas attended to with an eye for hospitality (accessible, clean, prepped for ministry, supported by technology, etc.), and we must champion 'rolling out the red carpet' for those who come to our campus.
 - Our campus facilities can be a beacon location for preschoolers, kids and students – a safe, inviting environment – that caters to these various age groups.
 - Our campus has the future capacity to serve many more congregants in the celebrations of weddings, anniversaries, baptisms, etc.
 - Our campus has huge potential to serve many more people in our LA community by becoming a 'campus for the city,' as an 'event' venue, thereby introducing Bel Air and its mission, to new people.
 - Oversight and supervision of the facilities team, maintaining an organized, safe, and hospitable campus.
 - Responsible for the overall campus security strategy, working through the Director of Facilities' leadership of paid and volunteer teams.
 - Oversight and supervision of Parable café staff and kitchen catering staff, promoting hospitality by supporting ministry with food as needed.
 - Responsible for the promotion of campus venues to broader audiences.
 - Oversight of strategy and staff providing technology infrastructure supporting ministry.
 - Oversight of vendors, including those for potential capital improvements projects for facilities and campus.
 - Oversight of Operations budget process including developing fiscally sound related department budgets (facilities, café/catering, information technology, large events) in alignment with Bel Air mission, vision and values as strategically appropriate. Will engage in regular reviews of budget vs. actual with each team.
 - Under the direction of the Executive Director, development and oversight of plans for adapting campus operations and related staff structures to current and future needs, including creation and implementation of multi-year maintenance strategy for facilities and campus property.
 - Responsible for the effective administration of the Bel Air Church campus, including insurance needs, outside rental income, and calendaring of key events.
 - Other duties as agreed upon with the Executive Director.
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Position Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, attribute, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** High School Diploma or GED required; Bachelor's Degree in related field preferred; five years of previous related experience; or equivalent combination of education and experience.
- **Certifications/Licenses/Registrations:** None required for this position.
- **Language Skills:** Ability to read and comprehend complex instructions, correspondence, and memos. Ability to write lengthy, professional correspondence. Ability to effectively communicate complex concepts in a clear and fluid manner in one-on-one and small group situations to stakeholders of the organization.
- **Mathematical Skills:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- **Reasoning Ability:** Ability to understand and carry out detailed, complex conceptual, written or oral instructions. Ability to creatively and efficiently handle problems involving complex variables in varying situations using business acumen.
- **Computer Skills:** Demonstrates strong computer literacy, with emphasis on Microsoft Office applications, including Word, Excel, and Outlook. Ability to operate standard office equipment, including copiers, fax machines, and similar. Ability to learn new computer skills/software as necessary to the position.
- **Other Qualifications:**
 - As a religious organization, all employees must affirm Bel Air Church's Statement of Faith, based upon their sincerely held religious beliefs, and demonstrated by a growing relationship with Jesus Christ. This is an essential commitment to contribute toward BAC's mission, goals, and purpose.
 - Integrity, honesty, reliability, discretion, full understanding of necessity for confidentiality in this role
 - Ability to handle sensitive information and situations professionally
 - Strong attention to detail
 - Strong problem solving skills with ability to recognize and address issues
 - Excellent interpersonal skills
 - Ability to foster productive working relationships at all levels of the organization
 - Ability to follow through on all daily open items
 - Ability to multi-task and work under the pressure of changing priorities
 - Excellent written and verbal communication skills
 - Spirit of flexibility and willingness to accept and lead through change

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to handle, or feel. The employee is occasionally required to stand and walk, bend, and lift and carry up to 25 lbs. This employee will routinely be required to use standard office equipment, such as computers, telephones, photocopiers, fax machines, scanners, and filing cabinets.

This job operates primarily in an office setting. The position will interact regularly with others in offices, classrooms, meeting spaces, and outdoor areas of the church campus, as well as at off-campus sites, including while traveling to and from those sites.

Acknowledgement

My signature below indicates that I have read, understand, and acknowledge receipt of this job description. I understand that if I have any question at any time regarding any part of the above stated responsibilities, I may contact my immediate supervisor. The information contained in this job description may be amended from time to time at the sole discretion of Bel Air Church.

Can you perform the functions of this job without reasonable accommodations? Yes No
(An accommodation is any modification or adjustment to a job, and employment practice, or the work environment.)

If no, please note accommodations required. Some accommodations may require medical certification, as appropriate:

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

Bel Air Church is an Equal Opportunity Employer with regard to race, color, sex, age, national origin, and physical or mental disability. Employment is at-will, and therefore, can be terminated, with or without cause, at any time, at the option of the employee or Bel Air Church. Your signature does not modify this at-will employment relationship.