



Position Title: Director of Operations

Reports To: Executive Director

Date Updated: July 10, 2025

Status: Full-time

Westside Overview

Westside is a 1000-member church located in the westside of Atlanta and founded in 2007. Our purpose is to embody and preview the Kingdom of God from Buckhead to Bankhead. Our Core Values are:

1. **Prize the Heart:** Jesus changes us from the inside out, so we seek heart change that leads to life change.
2. **Embody Grace:** The way we live together in community is a critical part of how we communicate and experience the Gospel.
3. **Aim for Restoration:** We work to break down every barrier that divides people, especially along the lines of race, class and culture.
4. **Cultivate Place:** As much as possible, we strive to live, work, play and serve our neighbors on the Westside of Atlanta.
5. **Embrace Limitations:** God gives us limits for our good, so we don't try to do more than he has equipped us for, as individuals and as a church.

For more information see <https://www.atlantawestside.org/>

Overview of Role

This role will be working with the Executive Director with responsibility for ensuring key operational areas (HR/Personnel, Finance, and Administration) are appropriately and effectively aligned to best meet the church's strategic goals. This role serves as a key contributor to the AWPC Staff Leadership Team.

Responsibilities

Staff Support/Development

- Serve as a trusted advisor and strategic partner to the Executive Director in advancing organizational goals
- Oversee the planning and facilitation of leadership and all-staff meetings
- Coordinate staff retreats, lunches, and celebrations to foster a positive team environment
- Special projects, as assigned by Executive Director

Financial

- Supervise Office Administrator, providing oversight for office operations, accounting, and annual reporting
- Provide oversight for financial operations, including banking, monthly financial monitoring, and compliance
- Work collaboratively with the finance team to ensure financial integrity, accountability and develop annual budget

Operations

- Serve as a key contributor to the Operations and Administration Committee of the Session
- Supervise Events and Hospitality Coordinator, providing oversight for Sunday operations, events, hospitality services, and coworking activities
- Supervise Facility and Operations Lead, providing oversight for building operations, capital improvements, safety, and security

HR/Personnel

- Support hiring lifecycle, from recruitment and onboarding to performance management and staff development
- Support search committees and coordinate recruitment efforts
- Serve as a key contributor to the Personnel Committee, helping shape HR policy and organizational culture
- Facilitate annual compliance training sessions for staff

Required Qualifications

- Bachelor's degree or other professional equivalent credentials
- Minimum of 8 years of professional experience
- Strong references for both professional proficiency and Christian character
- High level of comfort in working with technology
- Demonstrated ability to work independently while supervising others and maintaining efficiency, high morale and a strong teamwork ethic

Preferred Qualifications

- Leadership, HR, and/or Finance experience
- Non-profit/church experience

Application

Interested candidates should submit a resume and one-page cover letter specifically explaining why they are interested in the position to hr@atlantawestside.org.