

BelPres Church

Job Title	Compensation	Reports to	Status	Start Date
Temporary Safety & Security Project Manager	\$34.00-\$43.00/hour DOE	Director of Church Operations	Non-exempt, Part-time, Temporary	ASAP

Our Mission

BelPres is committed to partner with Jesus to further his kingdom on the Eastside and in the places around the world to which he calls us. To do this, we are focusing on four areas: community, discipleship, racial justice and healing, and equipping and empowering every generation to reach and engage young families. We strongly desire to reflect the kingdom of God and therefore encourage a diverse pool of applicants. We act because we believe. We love because we are loved by God.

The Impact You'll Be Making

This position is expected to be 9-12 months at approx. 15 hours per week.

The Safety and Security Project Manager will lead a campus wide implementation of a broad safety and security initiative focused on congregants, staff, volunteers, and visitors. The result will be a staff and volunteer team equipped and trained to address emergencies, a campus with flexible access safeguards and tools, and sustainable practices and documentation to maintain what is implemented.

This project-based role will translate existing risk assessments, leadership priorities, and capital plans into an integrated program balancing security, hospitality, ministry access, privacy, and ease of use.

The role will manage work across a large, active church campus while coordinating closely with church leadership, ministries, staff, volunteers, consultants, vendors, and public-safety partners.

Primary work includes:

- Program and Project Management
- Sunday Safety Team Development - establish a Sunday and special-event Safety Team that includes security and medical-response volunteers
- Policies, Procedures, and Training
- Security Technology and Facilities Improvements - Access Control and Key Management, visitor management, radios, panic buttons, etc.
- Vendor and Stakeholder Coordination
- Incident Learning and Continuous Improvement

Who We Are Looking For

Skills & Knowledge:

- Personal and growing commitment to Jesus Christ
- Respect for BelPres' mission, culture, and multicultural congregation
- Project Leadership - Demonstrated ability to manage a complex, multi-phase project involving facilities, technology, policies, training, vendors, and organizational change
- Strong planning skills, including scope development, schedules, milestones, budgets, dependencies, and implementation tracking
- Experience selecting and managing vendors
- Strong written and verbal communication skills
- Ability to facilitate decisions when departments have different operational or ministry needs
- Comfortable training and presenting to groups with varied levels of safety and security experience
- Sound judgment, discretion, calm decision-making, and appropriate handling of sensitive security information
- Demonstrated ability to think strategically, with strong execution and follow-through
- Ability to build trust and gain cooperation without relying solely on formal authority

Culture:

- We Are One Team, Fully Present: Our communication is built on trust, and we are quick to give grace
- We Are Intentionally Innovative: We aren't afraid to challenge the status quo
- We Care Big: We assume good intent and have a bias for action and timeliness
- We Do Hard Things: We believe in a God who calls us to work together and makes the impossible possible

How To Apply

Please fill out an application (found at belpres.org/jobs) and submit it along with your resume to:
Andrea Carnes, Director of Church Operations - acarnes@belpres.org
1717 Bellevue Way NE / Bellevue, WA 98004