**South Carolina Baptist Convention**

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| Job Title | Operations Manager – Disaster Relief Office |
| Reports to | Director of Disaster Relief  |
| Status | ** Exempt 🞏 Non-Exempt (check one) |

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| Job Purpose |

Assists the Disaster Relief Director in managing the day-to-day operations of the Office, coordinates deployment of teams, helps coordinate state-wide trainings, and takes lead in maintaining data and reports of all aspects of South Carolina Baptist Disaster Relief.

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| Duties and Purpose |

* Assist the DR Director to establish, develop, and maintain reliably consistent relationships with SC DR leadership team, unit leaders, associational, church, and lay leadership with responsibility to Disaster Relief in their area.
* Collaborates and assists the DR Director and part-time staff in developing and administering all aspects of the Disaster Relief ministry for SCBC.
* Assists DR Director during a disaster response with planning and implementation of all aspects of the response. Operations Manager must be able to exercise discretion and independent judgement with respect to organizing and mobilizing teams.
* Serves as content author for SCBaptist DR web page, social media, newsletters, and generates mass emails and texts as needed.
* Maintains a database of contact, training, and service information on Disaster Relief volunteers.
* Other duties/task as assigned by supervisor.

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| Qualifications |

Qualifications include:

* Is growing in their personal life as a disciple of Jesus.
* Preferably a college graduate, or the equivalent, with administrative skills and prior work experience.
* Is loyal to South Carolina Baptists, the Southern Baptist Convention, and the Disaster Relief Office.
* Skillful in relating to others with respect to sensitive business and personnel matters.
* Has the reputation for honesty, integrity, confidentiality, and responsibility in all matters.
* Possesses sound leadership skills and is results oriented.
* Committed to learning through opportunities such as educational seminars and regularly reading relevant material for personal growth, to keep current with issues and practices pertinent to area of work.
* Attends a continuing education seminar of three to five days at least one time every two years.
* Active member in a local Southern Baptist church.
* Committed to the promotion of the Cooperative Program.
* Trained in and actively engaged in witnessing and leading the lost to eternal salvation through the Lord Jesus Christ.
* Agrees to work within the parameters of the current *Baptist Faith and Message 2000*.
* Committed to the SCBC’s strategy of customized church and leader support through moment, map, and mountain engagement.
* Possesses a high degree of Christian maturity and character.

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| Working Conditions |

This position will regularly require time on the phone and on video conferencing with churches and leaders around the state and will require travel to the respective churches. Occasionally, overnight or weekend travel will be required around training events or deployments.

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| Physical Requirements |

While performing the duties of this job the employee is (note: reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions)

* frequently required to stand, walk, sit, bend, stoop, kneel, talk, hear, drive and ride.
* frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 40 pounds.
* required to use hands and fingers to feel, handle or operate objects, tools or controls; and to reach with hands and arms.
* required to have vision abilities that include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
* required to have a valid driver’s license, a safe driving record, and proof of automobile insurance.
* available to travel overnight occasionally to fulfill job responsibilities.
* able to use reasoning ability to carry out written and oral instructions and to deal with work-related problems in a variety of situations.

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| Direct Reports |

*List by job title any positions to be supervised by the incumbent.*

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| Approved by: | *Signature of the person with the authority to approve the job description* |
| Date Approved: | *Date upon which the job description was approved* |
| Reviewed: | *Date when the job description was last reviewed* |