



Applicants should complete the application form ([click here](#)) and submit a resume to [office@gracehbg.org](mailto:office@gracehbg.org).

Job Title: Operations & Outreach Director  
Job Type: Full-Time (40 hours/week), Salaried  
Work Schedule: Hybrid  
Work Location: Harrisburg, PA  
Pay: \$45,000-60,000

**Benefits:**

- Flexible work-schedule with in-office requirements (typically 20 hours/week)
- Annual bonus based on key performance indicators
- Paid time off (PTO) and holiday observance
- Opportunity to make a meaningful impact in the community
- Potential for advancement as positions open

Have you often felt like you wanted your work to have meaning? Every day, Grace UMC staff members are doing work that matters with people who care to build a Christian community where non-religious and nominally religious people are becoming deeply committed Christians. Join our team and see how your contributions move the needle in transforming the World. Join our team, and experience the joy of seeing this vision come to life:

**WE ARE BOLD IN CHRIST, ABOUNDING IN LOVE, & GROUNDED IN FAITH.**

We celebrate human diversity and affirm God's gifts of love and grace for ALL persons. Each of us is created in the image of God and is a child of God. We invite you, no matter your age, race, ethnicity, family structure, marital status, sexual orientation, gender identity, mental or physical ability, immigration status, or economic situation, to be in ministry with us. We support the full participation of all persons in every phase of church life. We believe that at Grace Church you will experience a God who already knows you by name, loves you, and yearns to have an even closer relationship with

you. As a [Reconciling Congregation](#), our hearts, minds and doors are open, and we are blessed by your presence.

### Job Summary

The Operations & Outreach Director is a keystone within the executive team responsible for engaging with members, visitors, and community partners to advance missions and outreach in order to close the opportunity gap as well as the justice and kindness gap here in Harrisburg and beyond. This position reports directly to and assists the executive leadership by spearheading administrative, operational, and financial functions to broaden community outreach connections and opportunities. The Operations & Outreach Director directs and executes office, logistical, and business functions, and builds internal and external relationships while ensuring faithful stewardship of resources. The Operations & Outreach Director has a working knowledge of and ability to navigate multiple online platforms, exhibits high executive function with problem solving skills, and has the ability to work both independently and as part of a wider team.

### Responsibilities

- In collaboration with the Accountant, coordinate operational finance functions, purchase/order supplies, assist with financial/statistical reporting, and independently manage utility contracts and account subscriptions.
- Maintain records, develop schedules, and optimize processes for efficiency; uphold internal controls to ensure good stewardship of resources, financial integrity of purchasing/invoicing processes, and administrative consistency to support daily operations, event and mission execution.
- Manage multiple projects simultaneously alongside routine communications; delegate work to others and provide timely follow-up.
- Train and equip volunteers to support administrative and/or operational needs.
- Support development of programs for mission, service and outreach under the guidance and direction of the Pastor and Leadership Council.
- Foster networking connections with community organizations; collaborate to develop coordinated engagement strategies to maximize efficiency and create the highest level of impact within our church and community.
- Coordinate facility reservations and set-up for the preparation and implementation of events hosted at the Church, including pre-planning communications, scheduling, logistics planning, and execution.
- Facilitate cross-department teamwork to ensure successful preparation for all aspects of events, including audio/visual/lighting production, streaming services, facility set-up, catering.

- Prepare and post approved communications on social media, weekly newsletter, church calendar, and website updates.
- Act as is the direct liaison for the Facilities Manager.
- Exemplify the church's values and support its theological direction that celebrates human diversity and affirms God's gifts of love and grace for ALL persons.

### Qualifications

- Degree in Business Administration/Management, Logistics, Marketing, Human Resources, or similar.
- Minimum years of administrative experience (including coordinating events): 2
- Computer Proficiency in Microsoft Office (Excel and Word) and/or Google Workspace (Sheets and Docs)
- Experience with simple website development (e.g. Wix, Squarespace) and social media management (e.g. posting to Facebook and Instagram, creating & sending newsletters).
- Strong organizational and communication skills
- Goal and deadline oriented
- Proven Results in: ability to create spreadsheets, calendar events, newsletters.

### Relevant Competencies

- Activating – proactively takes on new challenges and opportunities with energy and urgency.
- Collaborating – shares knowledge, builds partnerships and promotes a culture of thinking from the users' perspective while working across divisions to meet shared goals and objectives.
- Communicating – develops and delivers clear communications (verbal and written) that meet the unique needs of different audiences.
- Community Partnering – understands the community in which we serve, establishes community relationships and represents the church in the broader community.
- Focusing on Details – pays attention to important details, avoiding errors and fine-tuning the results for maximum impact.
- Following Processes – gets work done as effectively and efficiently as possible by following optimal processes.
- Informed Evaluating – analyzes data and quickly spots trends before others see them and uses this intelligence to provide insightful new strategies.
- Innovating – provides new solutions that will elevate the church's effectiveness.

- Improving Systems – configures organizational systems, structures, and processes for greater effectiveness.
- Problem Solving – makes good decisions quickly, solves problems effectively to help move the church forward.
- Resourcing – secures and deploys resources as effectively and efficiently as possible.
- Orchestrating – ensures everyone works together to achieve the same goal of staging seamless, coherent participant experiences.
- Exercising Relational Awareness – reads interpersonal dynamics accurately and adjusts behavior with sensitivity and respect, balancing emotional awareness with accountability and mission focus.
- Adapting – remains flexible and modifies behaviors quickly to help the church meet the dynamic needs of congregants and employees.
- Prioritizing Individual Experiences – views the church in the perspective of the experience of the individual, and ensures others are committed to a person-centric approach.

#### Requirements

- Physical capacity to navigate stairs in a historic building.
- Able to work for extended periods of time at a computer.
- Able to bend, reach, and lift moderate amounts of weight (e.g. file boxes).
- Submission of a PA State Police Criminal History Report, a PA Department of Human Services Certification, and an FBI Criminal History Report Check showing no reportable incidents. Reference: [Safe Sanctuaries Policy](#)
- A 1-page written faith journey statement emailed to [office@gracehbg.org](mailto:office@gracehbg.org).