



**Job Description: Operations Manager**

**For:** \_\_\_\_\_

**Dept:** Management

**Reports To:** President/CEO

**FSLA Status:** Full-Time

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**QUALIFICATIONS:**

1. Express full agreement with Birth Choice's (BC) Statement of Christian Faith, Purpose Statement, Statement of Commitment and Statement of Organizational Belief and Conduct
2. Exercise Matthew 18 principals and follow the personnel handbook
3. Is dependable, stable, and capable of following through on commitments
4. Maintains a consistent life-affirming philosophy and would never refer or advise a client to have an abortion or refer for Birth Control
5. Has a sincere desire to serve at-risk clients considering abortion
6. Completion of applicable training

**SKILLS:**

1. Supply Management, Delegation, Staffing, Managing Processes, Supervision, Developing Standards, Promoting Process Improvement, Inventory Control, Reporting Skills
2. Advanced use of technology, Teams and One Drive
3. Exceptional customer service and office operation insights
4. The ability to interact with people in all circumstances and situations calmly and logically, exercising Christian principles
5. The ability to offer correction diplomatically
6. A self-starter who can work well independently
7. Effective communication & listening skills
8. Time Management
9. Attention to detail
10. Team player
11. Spanish-speaking (*\*preferred, but not required*)

**RESPONSIBILITIES:**

Maintains Birth Choice operations through office scheduling, operational systems and supplies maintenance. Reports directly to the President/CEO through verbal and email communication, written reports and scheduled meetings.

**Operations**

1. Maintains daily operations for Birth Choice of San Marcos
2. Maintains Office Procedure manual
3. Budget & Inventory control
4. Maintains office services by organizing office operations and procedures, designing filing systems; reviewing and purchasing food, beverage and office supply requisitions
5. Maintains office efficiency by planning and implementing office systems, layouts, and equipment procurement
6. Oversees all implementation, operations and billing of office systems and utilities
7. Designs and implements office protocol by establishing standards and procedures; measuring results against standards; making necessary adjustments
8. Keeps management informed by reviewing and analyzing office systems; summarizing information; identifying trends
9. Maintains professional and technical knowledge
10. Help with all fundraising events in whatever manner needed
11. Check all deliveries – Open and distribute

**Safety Officer**

1. Conduct Monthly & Quarterly safety walk-throughs
2. Provide new staff information and safety packets for their review and sign off

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Printed Name

Signature

Date