

Job Opportunity: OPERATIONS MANAGER

Beach United Church

140 Wineva Avenue, Toronto

At Beach United Church (BUC), we are committed to living out our values through action and connection, and we believe in creating a space where everyone feels welcome and inspired. We are constantly seeking new ways to meet the spiritual needs of our congregation and beyond.

Our commitment extends beyond the walls. We are deeply engaged with our community, promoting justice for both the earth and its people. We run a weekly lunch program that nourishes our neighbours with food and companionship; and we are active partners in Beach Cares, a group that aids refugees in Canada. Our Jazz and Reflection services on Saturdays are always full, and our author and speaker series attract audiences from across the city. On the environmental side, our permeable parking lot surface permits rain to soak into the ground, and our rooftop solar panels supply energy into Toronto's grid. From April to November our beautiful gardens grace the neighbourhood with many native plants and flowers.

This flexible and inviting building provides the perfect backdrop for dynamic work and significant accomplishments.

The Opportunity: Operations Manager

We are seeking a highly organized and collaborative leader with a proven track record to lead our Operations Team. The ideal candidate will have significant experience in a team leadership role, ideally within a non-profit, community-focused, or faith-based organization.

The Operations Team has responsibility for ensuring effective:

- Marketing and Communications
- Administration
- Property Care and Maintenance
- Management of BUC's Financials
- Rental of the facility

At this time, we have some flexibility about which of these areas will be assigned to the Operations Manager position in addition to the leadership responsibilities.

Thus, as Operations Manager you will have responsibilities in:

1. **Leadership, Coordination, and Supervision (approx. 15% of time):** You will lead, coordinate, and support our 3-4 member Operations Team. Your ability to inspire, organize, and guide this team will be vital to our ongoing success.
2. **Specific Operations Tasks (approx. 85% of time):** You will take direct responsibility for specific operational tasks based on your proven expertise in one or more of the following areas:

Marketing and Communications:

- o Produce and publish event promotion materials as needed
- o Engage the wider community in 2-way, thoughtful exchanges via social media
- o Monitor and synthesize, for internal use, world issues related to BUC's mission and goals

Property Care and Maintenance:

- Identify needs for and coordinate cleaning on a daily and weekly cycle
- Coordinate the shifts and monitor completion of assigned tasks for Property Care Staff
- Manage service contractors for building and equipment maintenance & repairs
- Develop and manage comprehensive manuals for the maintenance and servicing of the mechanical, electrical, HVAC, fire protection, and plumbing systems

Administration:

- Manage all records related to church data and files (e.g., church roll, minutes, trustee & board records)
- Provide supports to minister and music director as required
- Manage records of policies and procedures for the church
- Coordinate the communications technology of the church

Financial Management:

- Maintain church financial records
- Process accounts payable and receivable
- Provide direct support to the Treasurer

As Operations Manager you will also coordinate the Operations Team's support for our ministry staff and volunteer leaders, to enable them to fulfill the mission and goals of Beach United Church.

Reporting: The Operations Team works in conjunction with several standing committees of church volunteers, including an Operations Advisory Committee. The Operations Manager is accountable to the Board of the church.

Hours: This is a 30-hour per week position, with occasional weekend and evening hours required to support church activities.

Compensation: The salary range for this position is **\$45,000 to \$50,000**, plus the full and comprehensive benefits program of the United Church of Canada.

Applications:

If you are a proactive, organized, and community-minded leader ready to bring your energy and expertise to a progressive and vibrant church, and have proven skills and successful experience in one or more of the operations areas, we encourage you to apply.

The application deadline is Friday, 8 August 2025, and applications must include a letter indicating why you believe you should be our Operations Manager, along with a comprehensive resume. You should outline all of your qualifications related to this position of Operations Manager.

Important information on applying is available on our [Careers page](#).

Applications should be sent to mandp@beachuc.com by August 8th, 2025. We thank all those who apply, but regret that we may only be able to reply to those who are being called for an interview.