



Position Snapshot: Operations Coordinator, Doors of Hope

a program of City on a Hill Ministries

The Operations Coordinator serves as the organizational hub of Doors of Hope, helping ensure that programs, people, and processes run smoothly. This role supports participants, volunteers, staff, and community partners through strong administration, thoughtful coordination, and a heart for service. The position is ideal for someone who enjoys creating order, building relationships, and helping a ministry operate with excellence.

REPORTS TO	Doors of Hope Director
CLASSIFICATION	Part-Time or Full-Time Opportunity, depending on candidate desire
COMPENSATION	Starting at \$17–20/hour, based on experience and qualifications

THE COORDINATOR WILL:

Support Program Operations

- Coordinate schedules, meetings, classes, and ministry activities.
- Help ensure day-to-day operations run efficiently and effectively.

Manage Administrative Systems

- Maintain records, databases, files, and reporting systems.
- Track program metrics and generate operational reports.
- Support office communications and documentation.

Serve Program Participants

- Support participant intake, scheduling, referrals, and follow-up in a welcoming, respectful, and supportive environment.
- Maintain accurate and confidential participant records.

Coordinate Volunteers

- Assist with volunteer recruitment, onboarding, scheduling, and communication.
- Help volunteers feel informed, equipped, appreciated, and connected to the mission.

Handle Logistics & Facilities

- Coordinate room setup, supplies, inventory, and event logistics.
- Support ministry events, classes, and community gatherings.

THE COORDINATOR IS:

- Highly organized and detail-oriented.
- Compassionate and people-focused.
- A strong communicator and relationship builder.
- Comfortable juggling multiple priorities.
- Self-motivated and proactive.
- Passionate about serving others and advancing the mission of City on a Hill Ministries.

THE COORDINATOR HAS:

- High school diploma; additional education in nonprofit management, business, ministry, or a related field preferred.
- 1–3 years of experience in operations, ministry/nonprofit, or program coordination.
- Experience working with volunteers or diverse populations.
- Proficiency with Microsoft 365.
- Experience with databases or program-tracking systems is a plus.

Applicants will be asked to provide a cover letter, resume, and references (2 professional and 2 personal) and interviews will be scheduled on a rolling basis until the position is filled. To learn more or to apply, please email: coahm@coahm.org.

AUGUST 1, 2026