



## Job Details

**Title:** The River Network Operations Director  
**Reports to:** Executive Director

**Location:** Pittsburgh, PA / Remote  
**Type:** Part Time (15-20 hrs.)

## Job Summary

The River Network Operations Director provides strategic operational support to the Executive Director and the mission of The River.

## Responsibilities

- Leads the operations of The River Network, including events, communications, marketing, and finance
- Coordinates projects, events and trainings from start to finish to ensure excellence and compliance
  - Oversee creation of materials needed for events
- Represents The River Network through communication with the Global Methodist Church, Annual Conferences, Partnerships, and other organizations
  - Serve as point person (with input from the Executive Director) for MOUs, contracts, and agreements with other individuals and organizations
  - Respond to inquiries and communication with potential church planters and outside organizations
- Develops strategy for all external communication from The River Network: website, social media, advertising
  - Designs and maintains the visual brand of The River Network, including event promotion, digital and printed ads, and website design,
- Provides IT support and maintenance for the Rock database and external website – including creating forms and workflows, webpage updates, and data view inquiries
- Develops and maintains the logistics of the River providing Assessment, Training and Coaching to church planters and annual conferences
- Manage the operating budget of The River Network to promote a fiscally responsible organization
  - Manage both incoming and outgoing finances, including but not limited to payroll, contractor payments, and invoices
  - **Oversee Admin. Ass't tracking income, expenses, payroll and preparing financial reports**
- Oversees and provides support to volunteers and contractors of The River Network
- Attends and participates in biannual board meetings for The River Network
- Travels to select trainings sponsored by The River Network to handle logistics
- Represent The River Network as the first point of contact to all who interact with us, answering exploratory emails and calls
- Oversee PT Administrative Assistant whose role it to:
  - **Manage The River Network Executive Director's calendar and schedule meetings**
  - **Writing and editing— creating first drafts or editing drafts of documents, proposals, etc.**
  - **Make travel arrangements**



- Database management— managing The River Network database of church planters and contacts in the Rock database through data entry
- Online file management and data collection—organizing The River Network’s files, collecting responses, recording coaching sessions, etc.

## Qualifications

- You are spiritually mature, wise, servant-hearted, and lead with humility.
- You are organized
- You are a self-starter. You have an ability to get things done. You’ve got a system in place to make sure things don’t fall through the cracks. You follow through on things you say you’ll do. You respond promptly to emails and phone calls.
- You have relational warmth. People find you approachable and easy to talk to. You are warm and engaging, and clearly care for people. You have a shepherd’s heart and a leader’s mind. You can speak comfortably and naturally in front of large and small groups.
- Working knowledge of Google, Microsoft and Adobe products, and the ability to learn other software (such as Evernote, financial software, and project management and database software.)
- Graphic design and media skills are helpful, willingness to learn important.
- Ability to be proactive in problem solving and decision-making
- Strong people skills (fruit of the Spirit)
- You align with the core theological beliefs of the Global Methodist Church. (see Part One of GMC Book of Doctrine and Discipline -<https://globalmethodist.org/what-we-believe/>)

**Apply by email with resume to Dr. Steve Cordle: [steve@trni.org](mailto:steve@trni.org)**