



Opportunity Profile

Operations Manager International Center

Krögis, Germany

contact usa@steiger.org for more information

Job Description

Operations Manager

International Center (IC), Krögis, Germany

GENERAL INFORMATION

Reports To:	Chief Operating Officer (based in the USA)
Job Status:	Volunteer or Missionary *see below for more information
Team Participation:	International Center Team SMS Team (during SMS)
Direct Reports:	Maintenance Supervisor Volunteers (for facility renovations and maintenance) Gardener
Functional Relationships:	Hospitality Manager SMS Team (to listen to their needs and provide them with support) Subcontractors Inspectors
Location:	International Center, Krögis, Germany
General Purpose:	Ensure the IC is well maintained and functions effectively and efficiently to meet the needs of the mission at optimal cost.

RESPONSIBILITIES

The Operations Manager is responsible for managing Steiger's International Center facility in Krögis, Germany. Their primary goal is to support the Steiger Missions School and other Steiger events through the maintenance of a well-operated, clean, economically viable and efficient facility. This manager works closely with SMS Staff and assumes full responsibility for all operational aspects of the IC, in order to accomplish the ministry of the SMS and other ministry activities happening at or based out of the IC.

1. Facility Maintenance & Renovations

- Work with the COO and manage scheduled renovations, contributing to planning and execution where needed.
- Ensure facilities are regularly checked and actioned for maintenance needed
- Develop and implement an annual maintenance cycle, scheduling necessary maintenance and management tasks during the times that are least likely to disrupt the work of the mission in the IC.

- During schools and events, ensure the facility is operating as it should on a daily basis and any issues are addressed quickly and efficiently with minimal interruption, where possible.
- Develop and maintain all contingency plans regarding what needs to be done in the event that certain situations occur. Some examples are:
 - equipment/facilities breaking down unexpectedly.
 - security issues
 - health and safety matters
 - on-site emergencies
- Work with the COO and Building Project Manager to formulate plans for the future, to make sure that the facility will continue to meet the growing needs of Steiger and to determine the best upgrade paths for equipment and infrastructure.
- Develop and manage any assigned vendor contracts, possibly negotiating some of these contracts and making sure these contracts are fulfilled.

2. Management/Administration

- Advise the COO on ways to increase energy efficiency and cost-effectiveness.
- Work with the COO on fine tuning and managing allocated budgets, ensuring cost-effectiveness and savings where possible.
- Review utilities consumption and strive to minimize costs.
- Ensure the effective performance management of any assigned contracts services including; building maintenance, security, cleaning, waste management, stationery, environmental services, etc.
- Update and maintain the list of assets and equipment, including life-cycle and replacement costs.

3. Compliance

- Work with the COO to ensure that the facilities meet local and federal government regulations and environmental, health and security standards.
- Develop, recommend and administer policies, procedures, and processes in support of grounds and building maintenance operations
- Implement and monitor compliance with approved policies, procedures, and processes.
- Ensure the facility (grounds and buildings) are safe for staff and visitors
- Ensure Health and Safety compliance with all local and federal requirements.

4. People Management

- Ensure all contractors and volunteers are aware of the policies and procedures needed for them to do their jobs onsite. Some examples could be:
 - Health and Safety policies
 - Evacuation policies and procedures
 - Code of Conduct
- Oversee onsite contractors
- Supervise any temporary or permanent multi-disciplinary teams who have responsibilities in cleaning, maintenance, grounds and security

BACKGROUND & EXPERIENCE

Essential Skills & Attributes

- Excellent organizational, analytical and problem-solving skills.
- The ability to lead and manage teams and projects on time and to budget.
- Attention to detail but also the ability to see the implications for the bigger picture.
- Organisation, time management, prioritising and the ability to handle a complex, varied workload.
- Ability to handle stressful situations, maintaining a calm demeanor, and having a stabilizing effect on people and situations around them.
- Competency in successfully managing both resources and people, and in working hands-on.
- Capacity to think in terms of details while still seeing the big picture
- Strong interpersonal skills
- German language fluency

Background & Experience

Essential

- At least 3 years experience in an operational role (preferably facility management) that required multi-tasking and the management of multiple, competing priorities.
- Management experience and skills that comes from a foundation of humility and a desire to serve.
- Project management experience.
- Experience in developing and working with budgets.
- Dynamic faith in Jesus Christ that informs daily living.
- Spiritual maturity, modeling the core values of Steiger.
- A heart for Steiger's mission and vision, and a broken heart for the lost.

Desirable

- Relevant tertiary or professional qualification will be an advantage.
- Experience in management of operations for a small to medium-sized business, or management of an industrial/commercial/hotel or office facility.
- Knowledge of building maintenance requirements and regulations.
- Experience with capital improvement project management.
- Financial management experience.
- Proven track record of developing people with strong interpersonal skills.
- Experience working for or serving as board member in a non-profit organization.
- Exposure to working with regulatory agencies and contracts management.

APPLICATION PROCESS

After reading this Opportunity Profile, if you sense the gifts and experiences God has given you are a good fit for the position of Operations Manager for the International Center in Krögis, Germany, we invite you to begin the inquiry process.

Please complete our Registration of Interest form ([click here](#)), which will also include uploading a CV/Resume and links to samples of your work, including your portfolio.

If you have any questions, please email usa@steiger.org

RESUME SUBMISSION

When formulating your resume for this position, please include the following information for each position you have held in the past 10 years at a minimum:

- Employer(s)
- Title(s), dates of employment, and details concerning any transitions in employment
- Budget, scope, and size of the organization, and your area of responsibility
- Three specific achievements that were important to you while in each position
- Results of any meaningful personal characteristic or behavioral assessments you may have taken

Steiger Long-Term Opportunity Types:

Missionary

A Steiger Missionary has completed Steiger's training program and usually serves in a leadership or frontline (evangelism, discipleship and/or training) role. Missionary roles are generally funded by the Missionary Support Model, which involves raising personal financial support. Steiger provides training, resources (marketing materials, an online donation page, back office support, etc.) and coaching to support its missionaries in becoming fully funded.

Staff

A Steiger Staff member serves in a paid position that is organizationally funded. Staff roles are usually administrative in nature, and/or include the responsibility of raising funds for the mission as a whole (i.e. development roles).

Volunteer

A Steiger volunteer commits time to the mission of Steiger (part time or full time), without being paid by the mission or raising personal financial support. As with missionaries or staff, volunteers have a documented job description, goals and responsibilities, and reporting relationships within Steiger's organizational structure. They may be part of a team consisting of Steiger staff, missionaries, and/or other volunteers.

What is Steiger?

Steiger is a rapidly-growing, worldwide mission organization that is called to reach and disciple the Global Youth Culture for Jesus.

The mission's primary purpose is to bridge the gap between the Church and the Global Youth Culture. Steiger does this by raising up missionaries and equipping the local church to proclaim the message of Jesus in the language of the Global Youth Culture. It establishes long-term teams in cities through creative evangelism, relevant discipleship, and local church partnership.

What is the Global Youth Culture?

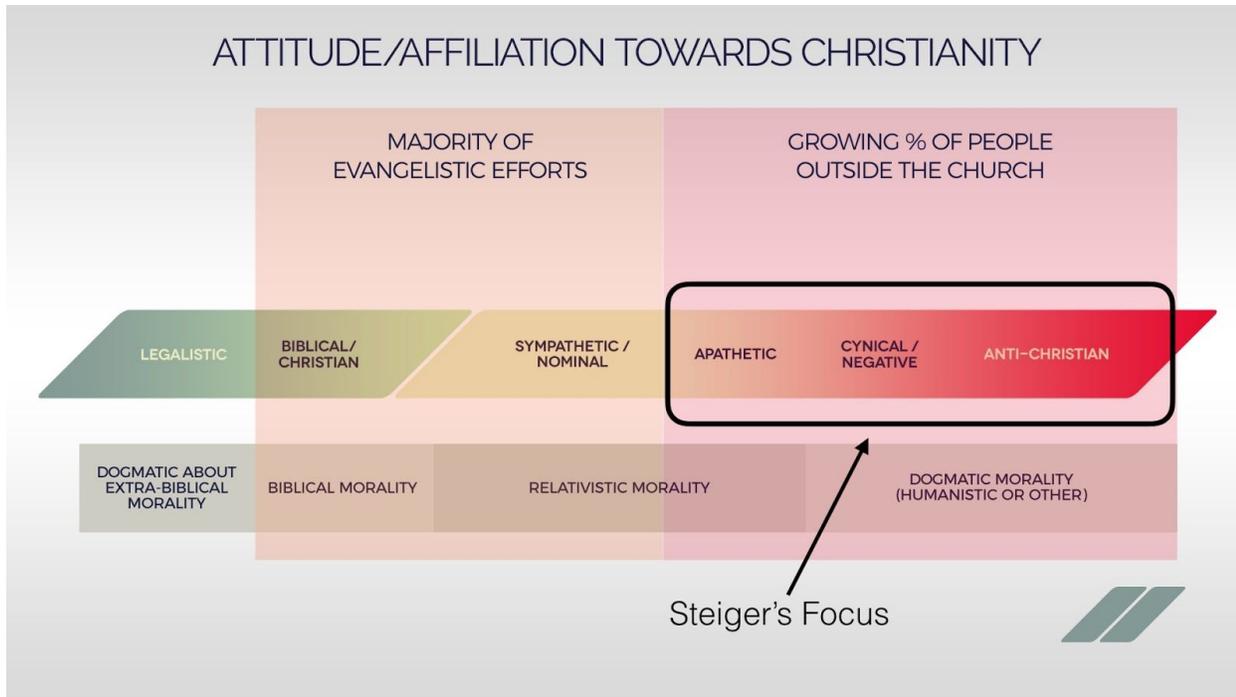
The emerging Global Youth Culture, connected by consumerism, social media, and the entertainment industry, forms the largest global culture ever to exist. It spans the globe, embracing the same values, listening to the same music, subscribing to the same YouTube channels, and following the same influencers on social media.

This global culture is largely influenced by one predominant worldview – Secular Humanism – which affirms that God is irrelevant and man is at the center. In this relativistic culture, we are god and consumerism is our religion.

This is a generation that does not look to the Church for answers, but believes it to be a dead and empty tradition of the past. Either there is no God, or if He exists, He doesn't interfere with our lives.

This demographic is not limited to post-Christian regions like Europe or the USA. It is impacting cultures in urban centers of every region of the world, including the Middle East, Asia, and Africa. The secular humanistic worldview and lifestyle is prevalent even among those who identify as a particular religious group (i.e. Muslim, Hindu, Christian, etc.).

The Global Youth Culture presents a unique challenge to the Church worldwide because of the large cultural gap that exists between the Church and secularized society. In fact, the gap is often so pronounced that for the Church to reach the Global Youth Culture, it must adopt cross-cultural principles similar to those used by missionaries engaging with unreached tribes in a foreign land.



Bridging the Gap: Steiger City Teams

Steiger's mission is to bridge the gap between the Church and the Global Youth Culture by establishing long-term teams in cities around the world.

A Steiger City Team is a dynamic, missionary team specialized in reaching the Global Youth Culture of a key urban center through creative evangelism, relevant discipleship, and local church partnership. Because it both unifies and mobilizes the Church, a Steiger team is a small, yet powerful catalytic force that can impact an entire city.

What a Steiger City Team does:

- Develops a “seeking God” culture (through prayer, Bible study, worship, and bold faith)
- Establishes a regular, relational presence in the secular scene of its city
- Engages in weekly, creative evangelism
- Creates spaces that foster discipleship (community houses, open houses, weekly informal Bible studies)
- Hosts an annual, large-scale, evangelistic endeavor (online campaign, evangelistic concert, interactive art exhibit, mission trip, etc.)
- Offers at least one annual mission training event (Steiger seminar, Compact School, or conference)
- Establishes a network of church and ministry partnerships throughout the city
- Invests continually in new leaders to plant new city teams

Statement of Faith

Steiger believes the Bible is the only infallible, authoritative Word of God.

Steiger believes in the deity and humanity of Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His present rule as Head of the Church and in His personal return in power and glory.

Steiger believes that for the salvation of lost and sinful human beings, regeneration by the Holy Spirit is absolutely essential.

Steiger believes in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.

Steiger believes in the resurrection of both the saved and the lost, they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.

Steiger believes that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.

Steiger believes in the spiritual unity of believers in our Lord Jesus Christ, with equality across racial, gender and class differences.

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