

## Operations Team Associate - West Care Team

<b>Position Title:</b>	Operations Team Associate
<b>Department:</b>	Holy Rosary Mission (Pastoral)
<b>Location:</b>	Pine Ridge
<b>Supervisor:</b>	Operations Team Leader
<b>Direct Subordinates:</b>	2-3 Custodians
<b>Status:</b>	Full-time
<b>Classification:</b>	Exempt
<b>Schedule:</b>	<b>Flex-schedule</b> -Evenings, weekends, and religious holiday hours may be required

---

### VISION

*A Lakḥóta Catholic Community  
prayerfully walking with Jesus through  
grieving → healing → growing → thriving*

### MISSION

*Experience Jesus Empowering Us  
Making Disciples  
Engaging our Community*

### About Us

**Our Community:** Holy Rosary Mission is the Lakḥóta Catholic community of the Pine Ridge Reservation. We are the Catholic faithful living out our baptismal call within 3,000 square miles on the homelands of the Oglala Lakḥota. We reach out with intentionality and compassion to those who have never come to church, and those who have not been to church in a long time. We support and empower families to grow in relationship with God, living as both Lakḥóta and Catholic, and sharing our faith across generations.

**Our pastoral staff:** Inspired by the Lakḥota catechists, sisters, and Jesuits before us, our ministry aims to accompany the faithful as they grow deeper in discipleship in community, and live out their call as the Baptized. We work collaboratively as a team to provide pastoral, sacramental, and ministerial care for the people of Holy Rosary Mission, and to implement the strategic goals identified by this Lakḥóta Catholic community.

*Candidates are encouraged to apply even if they do not possess all the skills or interests needed for a particular team's areas of responsibility. We are building a staff with diverse skills and interests that will work together to provide the best possible pastoral and ministerial care to our Lakḥóta Catholic community.*

### Position Summary

The Operations Team Associate is part of a collaborative team that oversees the day-to-day operations, including management of the office, human resources, finances, communications, and fundraising. This position also collaborates to analyze and improve our organizational processes to make improvements that will better serve our Lakḥóta Catholic community. Reporting to the Operations Team Leader, the Associate is a member of the Operations Team. The Operations Team works in concert with the Discipleship Team and Pastoral and Social Ministry Team in order to accomplish the vision and mission of our Lakḥóta Catholic community. This is an in person ministry position that will be based out of an office in Pine Ridge as part of a west care team. This position

will require regular travel to other sites within their care team's ministry area and occasional travel throughout the Reservation.

**I. RESPONSIBILITIES AND DUTIES:**

**A. Areas of Responsibility of the Operations Team**

1. Office Management
2. Budget and Finance
3. Management and Oversight of Buildings and Grounds including cemeteries
4. Vehicle Fleet Management
5. Human Resources
6. Communications
7. Fundraising
8. Database and Data Management
9. Other duties as assigned by the Operations Team Leader

**B. Teamwork Duties of the Operations Team**

1. Collaborate with the Operations Team Leader and other Team Associates , functioning as a cohesive group to implement the Lakhóta Catholic community's vision, mission, and goals.
2. Collaborate with the members of your assigned area care team to provide the best possible pastoral and ministerial care to members of the Lakhóta Catholic community.
3. Join the Operations Team and Area Care Team meetings in order to ensure a cohesive team environment for implementing the mission.
4. Participate in regularly scheduled pastoral staff meetings and pastoral planning sessions.
5. Regularly represent the pastoral staff as a visible participant in liturgies, prayer services, events and programs.

**C. Ministry of Administration Duties as a Member of the Operations Team**

1. Manage the day-to-day operations of our office locations including answering phones, directing calls and inquiries to the correct staff member, assisting visitors, stocking office supplies, and managing office technology.
2. Oversee and manage buildings, grounds, and cemeteries in the assigned care area.
3. Members of the Operations Team will be assigned specific responsibilities from the following:
  - a) Execute financial operations tasks to ensure fiduciary responsibility, internal controls, and accurate record keeping. Tasks assigned could include budget monitoring, processing of accounts payable, counting money and preparing deposits in accordance with department cash handling policies.
  - b) Monitor and manage inventory of office, custodial, maintenance, food, paper goods, and other supply needs and communicate in a timely manner to the designated Operations Team buyer for procurement.
  - c) Serve as a purchasing agent to research and procure products.

- d) Assist in the on-boarding of new employees.
  - e) Communicate, in collaboration with the other teams, the news, events, and other pertinent information about our ministry with the Lakhóta Catholic community's stakeholders, e.g. parishioners, Reservation communities, friends across the United States, sister parishes, donors, and Maĥpíya Lúta |Red Cloud staff, administration, and board of directors.
  - f) Donor management and communication.
  - g) Collect and manage data to support all teams efforts to use data for metrics and report data to appropriate stakeholders.
  - h) Record and maintain the Lakhóta Catholic community's civil, canonical, sacramental, burial, and other records.
  - i) Maintain records and ensure compliance with the Diocese of Rapid City Safe Environment Program and Policies, in collaboration with Discipleship and Pastoral and Social Ministry Teams.
  - j) Manage databases of parishioners, friends, and donors.
  - k) Manage and maintain vehicle fleet.
  - l) Assist the Discipleship Team and/or Pastoral and Social Ministry Team in needed clerical, organizational, visitor service, or other tasks.
4. Other duties as assigned by the Operations Team Leader.

D. Administrative Duties as a Member of the Operations Team

- 1. Train Custodians for proficiency in duties and responsibilities. Assist Custodians in identifying professional development opportunities.
- 2. Meet regularly throughout the year with Custodians to give ongoing feedback and support, including at least one formal performance appraisal session, for reflection on mutually agreed upon goals and objectives in work.
- 3. Annual Professional and Spiritual Enrichment:
  - a) Meet regularly throughout the year with Team Leader for ongoing feedback and support, including at least one formal performance appraisal session, for reflection on mutually agreed upon goals and objectives in ministry.
  - b) Make an annual retreat of up to eight days as worked out with the Discipleship Team Leader.
  - c) Participate in Diocese of Rapid City and Maĥpíya Lúta | Red Cloud employee activities.
- 4. Uphold the norms, guidelines, and procedures of the Diocese of Rapid City Pastoral Handbook and Maĥpíya Lúta |Red Cloud's policies and procedures.

**II. POSITION SPECIFICATIONS:**

**A. Required Education and Skills:**

- 1. Understands the importance of maintaining confidentiality.
- 2. Excellent interpersonal and communication skills both verbal and written, to deal with difficult and sensitive situations.
- 3. Enjoys learning and is open to trying new ways for better outcomes.

# MAĤPIYA LUTA

HOLY ROSARY MISSION

4. Strong relationship building skills and ability to demonstrate to people that they are important and valued.
5. Ability to positively represent our Lakhóta Catholic community to those who call, write or visit.
6. Proven ability to set priorities, organize, meet deadlines, and multitask.
7. High degree of attention to detail. Must be a team player and yet have the ability to work independently to accomplish tasks.
8. Maintains physical, emotional, spiritual, and psychological well-being.
9. Knowledge and skill in bookkeeping, office technology, database management, and overall management operations.
10. Ability and willingness to work flexible hours, including work evenings and weekends.
11. A valid driver license.

**B. Preferred Education and Skills:**

1. Supervisory experience or proven ability to motivate and manage others, while fostering a collaborative environment
2. Participates actively and regularly in the worship and sacramental life of the Catholic Church.
3. Associate's or Bachelor's degree (or current progress towards).
4. Experience with Mac platforms, Microsoft office applications and Google Workspace for Education applications.
5. Graphic design experience.

**C. Physical requirements:**

1. Ability to do multiple activities throughout a work day, Including, but not limited to: driving, walking, standing and sitting at a desk to use the assigned computer/office equipment to meet ministry, outreach and administrative duty requirements. (80%)
2. Ability to use ladders, or other cleaning equipment, to train and assist custodians. (5%)
3. Have the ability to perform some types of manual labor. (5%)
4. Ability to lift up to 30 lbs or more on occasion. (<5%)

**To Apply**

**Send completed application to**

**Brenda Bad Heart Bull**, Executive Director of Human Resources

Mahpiya Luta/Red Cloud

100 Mission Drive

Pine Ridge, SD 57770

[brendabadheartbull@redcloudschool.org](mailto:brendabadheartbull@redcloudschool.org)