

## *Operations Team Leader*

<b>Position Title:</b>	Operations Team Leader
<b>Department:</b>	Holy Rosary Mission (Pastoral)
<b>Location:</b>	Either Kyle or Pine Ridge
<b>Supervisor:</b>	Pastor
<b>Direct Subordinates:</b>	Operations Team Associates
<b>Indirect Subordinates:</b>	up to or more than 5 hourly custodial positions
<b>Status:</b>	Full-time
<b>Classification:</b>	Exempt
<b>Schedule:</b>	<b>Flex-schedule</b> -Weekends, events and religious holidays hours may be required

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### **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 Leader directs a collaborative team that oversees the day-to-day operations, including management of the office, human resources, finances, communications, and fundraising. This position also oversees analysis and improvement of organizational processes to make improvements that will better serve our Lakḥóta Catholic community. Reporting to the Pastor, the Team Leader is the manager and supervisor 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 lead, and be based out of an office of, either an east care team in Kyle or a west care team in Pine Ridge. This position will require regular travel to other sites 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 Pastor

**B. Teamwork Duties as Operations Team Leader**

1. Serve as a member of the Leadership Team alongside the Pastor and other Team Leaders, steering the implementation of the mission and strategic goals for the Lakhóta Catholic community. Attend regular leadership team meetings.
2. Lead the Operations Team to function as a cohesive group to implement the Lakhóta Catholic community's vision, mission, and goals.
3. Facilitate 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 Operations Team Leader**

1. Oversee the Operations Team Associates' management of 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. Lead planning for an annual budget for the Lakhóta Catholic community and manage the day-to-day financial operations to ensure fiduciary responsibility, internal controls, and accurate record keeping.
3. Lead the Operations Team in its responsibilities of management and oversight of buildings, grounds, and cemeteries.
4. Manage and maintain vehicle fleet.
5. Serve as the Pastor's liaison to the Maĥpíya Lúta |Red Cloud Human Resources Department and Business Office's Payroll Department, including applicable committees, and manage human resource needs of the pastoral staff.
6. Oversee communication of the news, events, and other pertinent information 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.

7. Assist Pastor in building and maintaining relationships with donors and sister parishes.
8. Design and implement fundraising campaigns and local fundraising events with targeted goals for specific projects.
9. Coordinate the national and diocesan annual collections.
10. Maintain all necessary records, data, and databases for the Lakhóta Catholic community including sacramental records, safe environment records and ensure compliance with the Diocese of Rapid City Safe Environment Program and Policies, parishioner list, donors/friends, gifts and contributions, and metric tracking for evaluating ministry programs.

**D. Administrative Duties as Operations Team Leader**

1. Assign Operations Team duties to Team Associates, ensuring that assigned responsibilities and duties are clearly documented.
2. Supervise Operations Associates and area care team members to ensure employee engagement, collaboration, and high quality pastoral and ministerial care is being given to area parishioners and wider community. Complete annual performance appraisals for Operations Team Associates.
3. Annual Professional and Spiritual Enrichment:
  - a) Meet regularly throughout the year with the Pastor 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 Pastor.
  - 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. Supervisory experience or proven ability to motivate and manage others, while fostering a collaborative environment
2. Understands the importance of maintaining confidentiality.
3. Excellent interpersonal and communication skills both verbal and written, to deal with difficult and sensitive situations.
4. Enjoys learning and is open to trying new ways for better outcomes.
5. Strong relationship building skills and ability to demonstrate to people that they are important and valued.
6. Ability to positively represent our Lakhóta Catholic community to those who call, write or visit.
7. Proven ability to set priorities, organize, meet deadlines, and multitask.
8. High degree of attention to detail. Must be a team player and yet have the ability to work independently to accomplish tasks.
9. Maintains physical, emotional, spiritual, and psychological well-being.

10. Knowledge and skill in bookkeeping, office technology, database management, and overall management operations.
11. Ability and willingness to work flexible hours, including work evenings and weekends.
12. Bachelor's degree or its equivalent.
13. A valid driver license.

**B. Preferred Education and Skills:**

1. Participates actively and regularly in the worship and sacramental life of the Catholic Church.
2. Experience with Mac platforms, Microsoft office applications and Google Workspace for Education applications.

**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

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Pine Ridge, SD 57770

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