

**First Mt. Olive Freewill Baptist Church**  
**Bishop Oscar E. Brown, Senior Pastor**  
**809-811 W. Saratoga Street, Baltimore, Maryland 21201-1212**  
**Church Office 410-728-4383 Fax 410-383-0676**

Job Description for Executive Director of Operations:

First Mt Olive is currently seeking to fill an Executive Director of Operations position. This is a full time position that reports directly to the Sr. Pastor. He/She will be responsible for leading the internal operations processes and infrastructure that builds FMO's capacity for growth. The Executive Director of Operations will manage the Church Staff and accommodate the management needs of FMO and balance the skills of the Sr. Pastor. If you have experience managing operations and would like detail qualification information, please submit written request to [FMO\\_HR@yahoo.com](mailto:FMO_HR@yahoo.com) no later than Jan 31, 2012.