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| Job Title: | New Life Cities Administrative Assistant | Job Category: | Non-Exempt (hourly) |
| Location: | | Travel Required: | N/A |
| Reports to: | Pastor Joshua Sherif | Position Type: | Part Time (10 hours/week); \$14/hour |

Job Summary: The New Life Cities Administrative Assistant will provide general administrative support to the New Life Cities team including travel management, clerical support, expense reporting, web oversight, and support of special projects.

Job Duties:

- Schedule and attend monthly Cities meetings.
- Record notes for all meetings and distribute to team following meetings.
- Manage all email communications on behalf of Cities team.
- Collect and manage data needed for reporting and online tools.
- Oversee and maintain updated web information on the Cities site; support the expansion of Cities online presence.
- Coordinate all web, media, and communication needs with the Cities team and the Director of Communications.
- Manage budget and receipts for Cities expenses; coordinate financial and expense reporting needs with the CS Finance team.
- Prepare, edit, and format resources, documents, presentations and spreadsheets as needed.
- Book flights and make necessary travel arrangements for the Cities team.
- Manage all necessary arrangements for the annual Cities conference including, but not limited to the following:
 - Prepare all communications for the Cities pastoral team regarding travel details, flight info, visas, and conference details;
 - Prepare visa letters as needed including researching countries' procedures and securing necessary signatures and notaries; research travel advisories;
 - Conduct flight research to book flights and share pricing info; attempt to find most reasonable flight costs for team;
 - Prepare a list of flight arrivals/departures and coordinate pick-ups/drop-offs;
 - Research and book accommodations for conference;
 - Manage all meal planning;
 - Manage/purchase conference giveaways (e.g. jackets, sweatshirts, mugs, notebooks, bags
 - Produce conference materials/booklets

Skills/Qualifications:

- Must be an active member of New Life with a solid Christian character and strong ties to our mission and vision.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and internet browsers.



- **Cross cultural competency required; must have experience with and a strong desire to work with people across cultures.**
- **Excellent communication skills. Must be able to interact and communicate with individuals across cultures and at all levels of an organization.**
- **Ability to make decisions, exercise sound judgment and work independent of supervision.**
- **Capable of multi-tasking and working under pressure; organizational skills and eye for detail required.**
- **Foreign language skills a plus. Bi-lingual preferred.**

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| Reviewed By: | Joshua Sherif | Date: | 8/15/18 |
| Approved By: | Joshua Sherif | Date: | 8/15/18 |
| Last Updated By: | Irene Vasquez | Date: | 8/15/18 |

PLEASE SEND RESUMES TO IRENE VASQUEZ AT IRENEV@NEWLIFECHICAGO.ORG