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| Job Title: | Office Manager | Job Category: | Non-Exempt |
| Location: | Lincoln Park | Travel Required: | N/A |
| Reports to: | Location Pastor | Position Type: | Part Time (10-20 Hours/Week) |

Job Summary: The Office Manager is a communication hub and support person to the staff, church members, and community residents at the New Life Lincoln Park location. This individual is responsible for coordinating the operation of the New Life Lincoln Park church building as a valuable community resource.

JOB DUTIES

COMMUNICATIONS:

- Receive and route all incoming calls, emails, social media messages and other electronic communication to the proper individuals in a timely and gracious manner.
- Maintain or supervise relevant updates on the location website and social media accounts.
- Maintain location calendar and be knowledgeable of all church events.
- Route all mail and send appropriate correspondence in a timely manner; coordinate in-house mailings or those with outside vendors.
- Be available for community care (people in need on phone or at door). Update community bulletin board.

ADMINISTRATIVE SUPPORT:

- Assist in creation, printing, and preparation of bulletins, brochures, inserts, visitor cards, giving envelopes, posters, and signage as required. Additional work with outside printing and design companies as needed.
- Generate correspondence as requested; maintain files.
- Coordinate repairs and upgrades of church computers, printers, telephone equipment, and copiers.
- Manage all aspects of purchase orders, check requests, invoices, petty cash and church credit card. Coordinate all exchange of money for all services.
- Provide oversight and support of Offering Team.
- Responsible for reporting/communicating with New Life Central Services as required.
- Support maintenance of the membership database as needed.
- Provide administrative support to location pastor and ministry leadership as needed.

PROCESS MANAGEMENT SUPPORT:

- Provide administrative support and coordinate supply needs for Sunday services and special events (Baptisms, Communion).
- Assist in development and maintenance of procedural documentation for location processes.

BUILDING MANAGEMENT:

- Manage building requests/logistics for inside and outside groups. Brief groups on building security and arrange access to building. Secure building agreements and collect monies from outside groups using the facilities.
- Order supplies as needed (office, cleaning, children's, etc.).
- Schedule and be available to meet with outside contractors for building maintenance needs. Experience working with contractors not required, but preferred.

- Be aware of current building issues and needs, delegating tasks to those in-house who can help fulfill them or seeking out outside help as needed.
- Supervise building custodian and/or cleaning crew (the custodian reports to the office manager); coordinate key distribution, security code access and HVAC programming.
- Coordinate building and staffing logistics for weddings, funerals, meetings, other events.

SKILLS/QUALIFICATIONS

- Must be an active member of New Life with a strong tie to our vision/mission.
- 2 or more years of experience in an administrative office environment with a solid working knowledge of both MS office Programs (Word, Excel, Outlook, PowerPoint) and Apple's Pages.
- Strong verbal and written communication skills.
- Strong leadership skills; ability to deal with diverse personalities demonstrating a servant's heart, empathy and compassion. Experience managing people preferred.
- Capable of multi-tasking and working under deadlines; strong organization skills and an eye for detail is required; high level of accuracy required.
- Self-starter with ability to complete projects and finish tasks with minimal direction. Must be able to self-manage time and be OK working by self in the office.
- Exceptional time management and prioritization skills.
- Ability to manage confidential information with the highest level of care and integrity.

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| Reviewed By: | | Date: | |
| Approved By: | | Date: | |
| Last Updated By: | Bobby Moss | Date: | 9/10/18 |