



NEW LIFE COMMUNITY CHURCH

Job Title:	Office Manager/Pastoral Support	Job Category:	Non-Exempt (Hourly)
Location	Midway	Travel Required:	None
Reports to:	Ministry Director	Position Type:	\$30,000 - \$35,000 plus benefits

Job Summary: This role supports New Life Midway in its administrative responsibilities; as well as handling office duties and the reception desk for the Midway and Corporate offices. This person is a front-line representative for New Life and is expected to interact with people in a friendly and professional manner at all times.

Job Duties – Office Manager

- Work at the reception desk Monday through Friday from 8:30AM to 1PM. Answer all incoming calls, emails and other inquiries in a courteous, friendly and professional manner and direct to the proper individuals in a timely and gracious manner.
- Route all incoming mail to appropriate recipients.
- Serve as a gracious host to incoming visitors and announce their arrival to the appropriate party.

Job Duties – Pastoral Support

- Maintain the New Life Midway calendar and be knowledgeable of all church events.
- Responsible for overseeing the writing and printing of bulletins, inserts, brochures, posters,
- Generate correspondence as requested; assist with quarterly financial letter; coordinate bulk mailings; and maintain files.
- Refer building requests to the Events Coordinator and Building Manager;
- Prepare and process purchase orders and check requests for the Midway team; handle all aspects of petty cash processing.
- Order supplies as needed for Ministries and Sunday Services (office, cleaning, children’s, communion, café, etc.).
- Support preparation of materials for membership classes, communions, baptisms, weddings, funerals, and child dedications.
- Notify location pastor of church members who are hospitalized, become disabled, births, deaths, and weddings as soon as this information becomes available.
- Responsible for management of the church database (Online Community). Keep member and attendee information up to date in Online Community including new visitor information, small group activity, and member care information.
- Supervise needs of church office equipment including Midway copier and reception desk equipment. Coordinate with IT for repairs, maintenance, and upgrades.
- Update the Midway location website with small group changes and other information as needed.
- Support needs for Pastoral meetings held at the Midway location.
- Manage parking lot permits for tenants and staff.
- Perform other tasks and responsibilities as assigned.

Skills/Qualifications:

- Must be an active member of the New Life Midway location with strong ties to our vision and mission.
- Two or more years of experience in an administrative office environment with a solid working knowledge of MS office programs including Word, Excel, Outlook and Power Point. Basic graphic design a plus.
- Strong verbal and written communication skills; Spanish-speaking is a plus.
- Capable of multi-tasking and working under pressure; strong organizational skills and eye for detail required. Ability to work independent of supervision.
- Strong leadership skills; ability to deal with diverse personalities demonstrating a servant’s heart, empathy, and compassion.

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<ul style="list-style-type: none"> • Self-starter with ability to complete projects and finish tasks with minimal direction. • Exceptional time management and prioritization skills • Ability to manage confidential information with the highest level of care and integrity. 			
Reviewed By:	Mark Jobe	Date:	9/24/18
Approved By:	Dee Jobe	Date:	9/24/18
Last Updated By:	Irene Vasquez	Date:	9/20/18

PLEASE SEND RESUMES TO IRENEV@NEWLIFECHICAGO.ORG