



<b>Job Title:</b>	<b>Office Manager</b>	<b>Job Category:</b>	Non-Exempt
<b>Location:</b>	Mont Clare	<b>Travel Required:</b>	N/A
<b>Reports to:</b>	Location Pastor	<b>Position Type:</b>	Part Time (10 Hours/Week @ \$12.50/Hour)

**Job Summary:** The Office Manager is a communication hub and support person to the staff, church members, and community residents at New Life’s Mont Clare location. This individual is responsible for coordinating the operation of the New Life Mont Clare 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.
- Route all mail and send appropriate correspondence in a timely manner; coordinate bulk mailings.
- Be available for community care (people in need on phone or at door).

**ADMINISTRATIVE SUPPORT:**

- Assist in projects undertaken by the location pastor and ministry leaders.
- Create and print brochures, prayer cards, bulletins, inserts, posters, internal signage and certificates as required.
- Generate correspondence as requested; maintain files.
- Prepare and process appropriate purchase orders, check requests, and petty cash forms.
- Collect and process income from outside groups using the Mont Clare facility.
- Setup keyholders with keys and alarm codes where appropriate; maintain keyholder list; assemble bi-annual meetings for key review.
- Maintain church calendars.
- Oversee, maintain and work with volunteer team that assist in office positions: data entry, digital bulletin, office assistants, etc.
- Responsible for offerings within each congregation. Ensuring they are delivered in a timely manner. Oversee the counting team within each congregation, making sure offering is collected properly and all relevant information is received (baptism count, attendance, etc.).

**PROCESS MANAGEMENT SUPPORT:**

- Generate weekly, monthly and quarterly reports to location Pastor and Central Services containing financial transactions of the location as requested as well as overseeing teams that handle finances; generate ad-hoc reports as requested.
- Input Connection Card data and funnel info to appropriate ministry leaders by Monday of each week.
- Prepare membership classes, seasonal ministry launches, members’ forums, communions, and baptisms as scheduled.
- Order supplies as needed (office, cleaning, children’s, welcome center, resource center and café) and disburse them accordingly.

**SKILLS/QUALIFICATIONS**

- **Must be an active member of New Life with strong ties to our vision/mission; will be required to attend New Life Mont Clare.**
- Experience in an administrative office environment.
- Strong verbal and written communication skills.
- Proficiency in Word, Excel, Outlook, Publisher, and social media (Facebook, Twitter, etc.). Basic graphic design a plus.
- Capable of multi-tasking and working under pressure; strong organizational skills and eye for detail required.
- Ability to manage workload and projects independently.
- Bilingual a plus.

<b>Reviewed By:</b>	Alex Cruz	<b>Date:</b>	10/1/18
<b>Approved By:</b>	Pastor Luis Roman	<b>Date:</b>	10/4/18
<b>Last Updated By:</b>	Irene Vasquez	<b>Date:</b>	10/1/18

**PLEASE SUBMIT RESUMES TO IRENE VASQUEZ AT IRENEV@NEWLIFECHICAGO.ORG**