



Job Title:	Office Manager	Job Category:	Non-Exempt
Location:	Humboldt Park	Travel Required:	N/A
Reports to:	Location Pastor	Position Type:	Part Time (5-8 Hours/Week); \$13/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 Humboldt Park location. This individual is responsible for coordinating the operation of the New Life Humboldt Park’s 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.
- 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, bulletins, inserts, posters and internal signage 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 facility.

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 visitor data and distribute to appropriate ministry leaders by Monday of each week.
- Support needs of membership classes, seasonal ministry launches, members’ forums, communions, and baptisms as scheduled.
- Order supplies as needed (office, cleaning, children’s, welcome center, etc.).

SKILLS/QUALIFICATIONS

- **Must be an active member of New Life with strong ties to our vision/mission; will be required to attend New Life Humboldt Park.**
- 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.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:	Irene Vasquez	Date:	2/5/19