



NEW LIFE COMMUNITY CHURCH

Job Title:	Office Manager	Job Category:	Non-Exempt
Location:	West Lakeview	Travel Required:	N/A
Reports to:	Location Pastor	Position Type:	Part Time (10-15 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 the New Life West Lakeview location. This individual is responsible for coordinating the operation of the New Life West Lakeview church building as a valuable community resource.

JOB DUTIES

COMMUNICATIONS:

- Receive and route all incoming calls, emails, and other electronic communication to the proper individuals in a timely and gracious manner.
- Maintain location calendar and be knowledgeable of all church events.
- 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 creation, printing, and preparation of bulletins, brochures, inserts, visitor cards, giving envelopes.
- Generate correspondence as requested; maintain files.
- Supervise usage of church computers, printers, telephone equipment, and copiers. Coordinate repairs and upgrades.
- Manage all aspects of purchase orders, check requests, invoices, and petty cash. Coordinate all exchange of money for all services.
- Provide administrative support to location pastor and ministry leadership as required.

PROCESS MANAGEMENT SUPPORT:

- Provide administrative support and coordinate supply needs for special Sunday events (Baptisms, Communion).
- Help get supplies for special events (Family Meals, Sunday Meetings).

BUILDING MANAGEMENT:

- Manage building requests/logistics for inside and outside groups. Brief groups on building security and arrange access to building. Collect monies from outside groups using the facilities.
- Order supplies as needed (office, cleaning, children's, and café).
- Manage building cleaning crew; coordinate key distribution, security code access and HVAC programming.

SKILLS/QUALIFICATIONS

- Must be an active member of New Life 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.
- Capable of multi-tasking and working under pressure; strong organizational skills and eye for detail required.
- Strong leadership skills; ability to deal with diverse personalities demonstrating a servant's heart, empathy, and compassion.
- 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:			
Approved By:	Pastor Chad Bacon	Date:	1/8/18
Last Updated By:	Irene Vasquez	Date:	1/9/18

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