



Job Title:	Office Manager	Job Category:	Non-Exempt
Location:	Albany Park	Travel Required:	N/A
Reports to:	Pastor Josh Sherif	Position Type:	Part Time (10 hours/week) Optional (5 hours/week at New Life Avondale)

Job Summary: The Office Manager is a communication hub and support person to the staff, church members, and community residents at New Life’s Albany Park location. This individual is responsible for coordinating the operation of the New Life Albany Park office, services, and events.

JOB DUTIES

COMMUNICATIONS:

- Receive and route all incoming emails, social media messages and other electronic communication to the proper individuals in a timely and gracious manner.
- Coordinate and aid with assimilation of new visitors into our follow up system, Online Community. Capture visitor data and route to appropriate ministry leaders as needed.
- Manage weekly email, announcements, Sunday slides and Proclaim.
- Route all mail and send appropriate correspondence in a timely manner; coordinate mailings for both regular and special events.
- Maintain relevant updates on the location website.
- Maintain location calendar and be knowledgeable of all church events.

ADMINISTRATIVE/FACILITY SUPPORT:

- Create and print brochures, bulletins, inserts, posters and internal signage as required.
- Edit and post weekly sermon to website and podcast.
- Generate correspondence as requested; maintain files.
- Manage all aspects of purchase orders, check requests, invoices, and petty cash.
- Order supplies as needed and deliver them to the church (office, cleaning, children’s, welcome center, etc.).
- Provide administrative support to location pastor and ministry leadership as needed.

SKILLS/QUALIFICATIONS

- Must be/become an active member of the Albany Park 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 is a plus.
- 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.
- 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.
- Time management and prioritization skills.
- Ability to manage confidential information with the highest level of care and integrity

Reviewed By:	Joshua Sherif	Date:	January, 2020
Approved By:	Joshua Sherif	Date:	January, 2020
Last Updated By:	Brennan Kolbe	Date:	January, 2020

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