



<b>Job Title:</b>	Office Manager	<b>Job Category:</b>	Non-Exempt
<b>Location:</b>	West Lakeview	<b>Travel Required:</b>	N/A
<b>Reports to:</b>	Location Pastor	<b>Position Type:</b>	Part Time (10-15 Hours/Week; \$15/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 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.
- 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.
- 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.

# **NEWLIFE**

COMMUNITY CHURCH

- 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.

Approved:	Pastor Chad Bacon	Date:	3/24/21
Last Updated:	Irene Vasquez	Date:	3/24/21

PLEASE SEND RESUMES TO IRENE VASQUEZ AT [IRENEV@NEWLIFECHICAGO.ORG](mailto:IRENEV@NEWLIFECHICAGO.ORG)