



<b>Job Title:</b>	<b>Office Manager/Children’s Ministry Coordinator</b>	<b>Job Category:</b>	Exempt
<b>Location:</b>	West Lakeview	<b>Travel Required:</b>	None
<b>Reports to:</b>	Location Pastor	<b>Position Type:</b>	Full Time

**Job Summary:** The Office Manager/Children’s Ministry Coordinator will oversee the West Lakeview administrative needs as well as serve as the Children’s Ministry Coordinator. This individual is responsible for coordinating the operation of West Lakeview as a valuable community resource as well as providing direction and oversight to the Children’s Ministry.

**Job Duties – Office Manager**

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.
- 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/BUILDING:

- 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.
- Provide administrative support to location pastor and ministry leadership as needed.
- Order supplies as needed (office, cleaning, children’s area, café, special Sunday events such as Baptisms, Communion).
- Manage building requests/logistics for inside and outside groups. Brief groups on building security and arrange access to the building. Collect monies from outside groups using the facility.
- Coordinate with outside contractors for building needs.
- Coordinately cleaning crew activities, key distribution, security code access, and HVAC programming.
- Coordinate building and staffing/volunteer logistics for weddings, funerals, meetings, and other events. Prepare materials for these events.

**Job Duties – Children’s Ministry Coordinator**

- Coordinate the children’s ministry program to include the weekly program, special events, curriculum selection, and projects.
- Manage the recruiting, training, and development of children’s ministry volunteers.
- Coordinate the weekly schedule for children’s ministry volunteers.
- Oversee the Kid’s Zone ministry and provide leadership and guidance as needed.
- Maintain and develop policies and procedures as needed for the children’s ministry.
- Provide strategic leadership and direction for the overall growth and sustainability of the church’s overall children’s program.

**Skills/Qualifications/Gifts**

- Must be an active member of New Life with strong ties to our vision and mission.
- Solid biblical background.
- Minimum of 1 year of experience in an administrative role or similar capacity.
- Minimum of 3 years of experience in coordinating or leading children’s ministry or Christian education program.
- Solid working knowledge of MS Office Programs: Word, Excel, Outlook, PowerPoint.
- Proficient in web navigation.
- Ability to multi-task and change direction quickly without losing focus.
- Self-starter with ability to complete projects and finish tasks with minimal direction.
- Strong attention to detail and high level of accuracy.
- Strong verbal and written communication skills.
- Exceptional time management and prioritization skills
- Ability to deal with diverse personalities demonstrating a servant’s heart, empathy, and compassion.
- Ability to manage confidential information with the highest level of care and integrity.