



Job Title:	Office Manager/Ministry Coordinator	Job Category:	Exempt
Location:	West Lakeview	Travel Required:	None
Reports to:	Location Pastor	Position Type:	Full Time

Job Summary: The Office Manager/Ministry Coordinator will oversee the West Lakeview administrative needs as well as serve as the Ministry Coordinator. This individual will support the staff, church members, ministry leaders, and community residents at the New Life West Lakeview location.

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 – Ministry Coordinator

- Oversee ministry recruitment including the development and maintenance of ministry job descriptions, recruiting strategy, and ministry handbook.
- Oversee ministry training including planning and monitoring of volunteer training and development of “best practices”.
- Oversee ministry team leaders; conduct regular meetings with leaders to evaluate ministry needs and make recommendation for changes or improvements.
- Serve as gatekeeper for new ministries; make evaluations and recommendations for needs, abilities, resources, and costs of new ministry interests.
- Coordinate Sunday morning ministries; function as the “go to” person during service if anyone has a question or request.
- Oversee assimilation ministry. Follow up with new members, baptisms, new givers, etc.
- Assist with any special projects/events.

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 ministry teams.
- 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.