**Office Manager**

**Core Qualities and Skills**

* Candidate will express and demonstrate desire to advance the Kingdom of God and to help NewLife move forward in its mission. This person must be able to see their position as a ministry.
* Strong team player with a positive attitude and flexibility in understanding the unique demands of church ministry, and fluidity in working with many people with different skill sets.
* Ability to multi-task and navigate complex situations as they arise.
* Skillful in working with people and details.
* Necessary practical skills:
  + Kind and effective communication skills both interpersonally and electronically
  + Organizational skills to help the office operate effectively
  + Knowledgeable and efficient computers skills (including Google and Microsoft programs)
  + Capacity for keeping information confidential as needed
  + Financial competence and information tracking

**Office Management** **Responsibilities**

* Answering questions, both in person and on the phone and directing to the appropriate department, sorting mail.
* Track important databases and keep them updated such as membership records, professions of faith, baptism, attendance and related information. This includes producing an updated church directory two times a year.
* Administrative support to the pastoral and office staff as well as to ministry leaders.
* Monitor and maintain office equipment and supplies. The Office Manager will check regularly on supplies for the office and with staff to order necessary electronic or other resources.
* Organization of office and church supplies.
* Coordinate regular communications for NewLife such as bulletins, NewLife News, displays, signage, etc.
* Manage the church calendar, process Event Planning Forms and communications requests, and communicate these in a timely manner with staff and others as appropriate.
* Projects as assigned by the Lead Pastor.

**Financial**

* Will be responsible for the counting, deposit, and tracking of weekly giving, both in person and online.
* In conjunction with the Asst. Treasurer, orchestrate the distribution of mid-year and end-of-year giving reports.
* Manage petty cash, credit cards, and reimbursements.
* Assist in the preparation of the annual NewLife budget and distribution to members for voting purposes.
* Tracking of bill payment in coordination with accounting office.
* Assist with Benevolence paperwork.

**Hours:** Tuesday-Friday, 9 am to 2 pm