

# Environment Setup Associate

## WHO WE ARE

New Life Fellowship is a church in the exceptionally diverse neighborhood of Elmhurst, Queens with a community impact through its [Community Development Corporation](#), and a global impact through the wider [Emotionally Healthy Spirituality](#) movement. Our mission as a church is to lead people to a deep, personal relationship with Jesus, and we do that with a unique flavor as expressed in our 5 Ms:

1. **Monastic:** Slowing down to be with God in the midst of a fast-paced and busy city. We draw deeply from the contemplative and monastic traditions.
2. **Multiracial:** Bridging racial, cultural, economic, and gender barriers. Over 73 nations are represented in our community.
3. **eMotional Health:** Experiencing transformation deep beneath the surface in order to love God, ourselves, and others well.
4. **Marriage to Christ:** Shaping our lives out of deep relationship with Jesus first, whether we are married or single.
5. **Missional:** Offering the gift of our true selves to the world.

We strive to create a culture on our staff team of fun, autonomy, and integrity, where people have the freedom to experiment, make mistakes, learn, and grow in both their inner life (their journey with God) and their outer life (their skills and role in the organization).

## YOUR ROLE AS ENVIRONMENT SETUP ASSOCIATE

Do you enjoy creating hospitable places for people to connect and grow, as if you were welcoming them into own home? Do you like working in a team with a common goal and purpose? Do our mission, values, and culture resonate with you? We're looking for an Environment Setup Associate for our team to provide excellent support for events while also fostering a environment of service and fun. Our Environment Setup team sets up, tears down, and cleans up after events organized by New Life staff and volunteers.

### Your role would be to:

1. Work with your team of staff and volunteers in a way that fosters a spirit of fun, hospitality, service, and excellence.
2. Work with event organizers to understand their needs and your team to complete weekday and weekend setups for regularly scheduled and special events at New Life - setting up tables, chairs, coffee & water dispensers, A/V equipment, and so on - and monitor events to make sure that their organizers have everything they need.
3. Participate in managing the operations of the team, in everything from budgeting to hiring to inventorying and reordering supplies. It's not necessary for you to have prior experience in all of these areas - we'll provide coaching where needed.

4. Perform general maintenance duties, such as resetting of rooms used for events, trash removal, and cleaning of floors, furniture, and kitchen items.

**This role may be an especially good fit for you if you:**

1. Are detail-oriented: There are a lot of setup details to keep track of - we typically run about 30 events each month that require setup!
2. Enjoy working a dynamic schedule: Event setup needs will vary from week to week depending on the church calendar.
3. Enjoy recruiting and working with volunteers.
4. Can handle activities that involve lifting up to 50 lbs of weight, stooping, crouching, kneeling, sustained periods of time on foot, and repetitive motion of the wrists, hands and fingers.
5. Like to troubleshoot and solve problems on the fly.

**Part-Time Position:** It will require an average of 20 hours/week - this will vary from week to week and will include weekends, as we run events throughout the week. You would report to our Director of Administration.

**Compensation:** Annual salary of \$12,000 - 14,000.

**Benefits:** Paid vacation time and personal silent retreats (we call them Days Alone With God).

**If this description matches your skill set and gets your blood pumping, we'd love to hear from you. Please send your resume and a cover letter to [environmentsetupsearch@newlife.nyc](mailto:environmentsetupsearch@newlife.nyc).**