

Job Description

Community Life Administrative Assistant

JOB SUMMARY:

The Community Life Administrative Assistant must be detail oriented for tasks such as database management, communications, assisting event planning, promoting and execution of events. Able to take initiative in problem-solving and is able to recruit and lead volunteers.

IDENTIFICATION:

Job Title: Community Life Administrative Assistant

1st Level of Accountability: Community Life Coordinator

QUALIFICATIONS:

1. 2 years management experience with projects, people and systems.
2. Manage and delegate various responsibilities.
3. Previous experience working with and supervising volunteers.
4. Administrative and organizational skills, attention to detail, works well with timelines and short deadlines.
5. Proficient computer skills in Word, Excel, PowerPoint, Social Media, Internet as well as effective verbal and written communication skills.
6. Commitment to the vision of NLF & embraces and utilizes EHD values.
7. Excellent people skills, ability to work in an ethnically diverse environment, with all levels of church staff and the congregation.
8. Ability to work a flexible schedule to support various Community Life team events.

RESPONSIBILITIES:

1. Attend scheduled staff and supervisory meetings.
2. Be a liaison between the Community Life Team, administrative and facilities team, regarding support for Pathway events, Small Groups and Communities.
3. Events: Use the NLF HUB to help manage Community Life Team calendar, create necessary event forms, record and update attendance at Community Life events, send follow-up thank you emails.
4. Order and purchase food for events pertaining to Pathway classes/courses and Community Life meetings/events.

PATHWAY:

1. **Baptism:** Work with Community Directors to schedule dates and times of those looking to be baptized, coordinate with videographer dates and times for testimony videotaping, coordinate with building manager for setting up the tank, supply baptism t-shirts for those being baptized, create baptism certificates.
2. **Newcomers' Lunch:** Schedule dates and reserve rooms for lunches throughout the year; send out email invitations (and reminder emails) to those interested in attending lunch, upload PPT onto computer and run PPT for the lunch, manage registration table, confirm availability of Lead pastor and CDC director to attend luncheon, secure volunteers to help with serving food, order lunch for event.
3. **Communitas:** Schedule dates throughout the year for Communitas, create registration form, manage registration, print handouts and prepare PPTs for all three classes, invite staff and elders to

attend week three, schedule and coordinate membership consultations, take photos add to HUB, send confirmation letters once membership is approved, provide list of new members for Annual Meeting with PPT of new members names and photos.

4. **Emerging Leaders:** Schedule meetings, on a quarterly basis, with the lead pastor, create registration forms and send out invitations to those chosen to attend, manage registration, order food for meeting.
5. **Financial Peace University (FPU):** Support course administrator by reserving room for course, creating registration form for course, sending out emails to those interested in attending the course, ordering kits for course participants, creating weekly attendance sheets and record attendance for each session of the course.

SMALL GROUPS:

1. Serve as the point of contact for the small group ministry and connect inquiring individuals to the appropriate small group.
2. Assist community directors and small group leaders in use of the HUB and send out email reminders to leaders regarding recording minutes of their meetings and attendance at those meetings in the Hub.
3. Update and print the Small Group Flyer monthly, and more often if updated throughout the month.
4. Assists with the organization of, and preparation for, small group leadership development meetings and trainings; attends and provides support during sessions.
5. Provide support for: Fall and Winter small group kick-offs, Spring Small Group Leader BBQ, and Summer & Christmas parties.

Community Directors:

1. Provide administrative and budget support for large events and retreats.
2. Coordinate meetings with staff and small group coaches quarterly.
3. Schedule and coordinate quarterly Community Directors Meetings with community life staff and community directors.
4. Work with Director of Marriage Ministry on annual Premarital Seminar and Marriage Ministry workshops.

To apply, submit your resumé and cover letter to lisa@newlife.nyc.