



# Front Office Administrator

When you ask us what we do at New Horizons Community Church (NHCC), you won't just get a job description; you'll hear a story. We are passionate about using our talents for God's purposes and that's why we've dedicated our careers to a ministry, not just a job title. We have the privilege of leading people to become fully devoted followers of Christ. As we do, we strive to be risk-taking, irrationally generous, spiritual contributors who laugh hard and honor God with integrity. Do you want to join us?

The NHCC front office is a busy and engaging part of the church staff. Scheduling, planning, being excited to talk to people about the church, hitting deadlines and helping manage church admin infrastructure for all components of the front office administrator.

We are always looking for talented people called to work at NHCC. If you love Jesus, naturally enjoy administration, enjoy systems, have a GTD philosophy, then check out the NHCC Front Office Administrator role:

## **The basics:**

- Thrive when leading, delegating, and organizing all things admin
- Enjoy near and long term planning and deadlines
- Exceptionally organized with a mind for systems and software
- Have an eye for details and the capacity to see the big picture
- Able to inspire and motivate others to serve
- Looking for a part time 24 hour a week job

## **The works:**

- Soft heart, thick skinned while working with the community
- Administrate details, project, events, and administration
- Have a weekly task routine with flexibility for last minute projects
- Accomplish everything for everyone—it's challenging, fast-paced and busy, busy, busy

## **You'll amaze us if you:**

- Have a calm face that masks a brain working at warp speeds
- Know how to get into "flow"
- Know Planning Center Online and or other database systems
- Can answer the phone, type an email, and juggle at the same time.