

Executive Assistant

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 EXECUTIVE ASSISTANT

Do you enjoy coming alongside others and supporting them in their work, making everyone's job easier? 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 Executive Assistant to support our staff while also fostering an environment of service, connection, warmth, and fun.

Your role would be to:

1. Respond to emails sent to general New Life addresses like info@newlifefellowship.org with a spirit of hospitality, service, and grace.
2. Maintain our office environment:
 - a. Serve as a welcoming presence to those who drop by and need assistance.
 - b. Provide our copiers with regular care and feeding (ordering and recycling toners and other replacement items, clearing paper jams, etc.).
 - c. Take inventory of and coordinate the purchase of office equipment and supplies as needed.
 - d. Allocate desks, mailboxes, and storage space to staff.
 - e. Take the lead in decluttering and reorganizing the space.
3. Coordinate staff social gatherings: monthly birthday celebrations during our staff meetings, occasional staff lunches, and an annual staff Christmas party.

4. Notarize documents from time to time (we'll provide the training and licensing for this if you haven't done it before).
5. Plan and manage the annual budget for the items above.
6. Provide general support to our ministries on special projects, especially our annual Emotionally Healthy Leadership Conference, recruiting and delegating to volunteers as needed.
7. Assist with other tasks as requested by our Director of Administration.

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

1. Enjoy the challenge of working flexibly and creatively to meet the needs of others as far as is possible while also holding on to your own boundaries and responsibilities.
2. Enjoy troubleshooting and solving problems on the fly, handling interruptions with grace.
3. Enjoy organizing and executing on a variety of tasks with competing priorities.
4. Are an independent worker who is comfortable taking responsibility and making significant decisions.
5. Are proactive, detail-oriented with excellent follow-through and time management skills.
6. Enjoy recruiting and working with volunteers.

Part-Time Position: It will require an average of 20 hours/week - this may vary a bit from week to week and may occasionally include special events on nights and weekends. You would report to our Director of Administration.

Compensation: Annual salary of \$12,000 - 15,000.

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 executiveassistantsearch@newlifefellowship.org.