

## Role Description: Guest Services & Administrative Director



**NEXT LEVEL  
CHURCH**

LOVING. RELEVANT. LIFE-GIVING.

At Next Level Church, we come from a wide range of personal and professional backgrounds—many of us never worked for a church until we found our calling here. But we all believe we're called to lead in a church that is loving, relevant, and life-giving, and we believe we're infinitely better together than we are apart. Are you ready to be part of the incredible things God's doing here?

NLC is one church in multiple locations. We embrace leadership and that starts with our Guest Services & Administrative Director. We are looking for a catalytic leader who can build teams and identify high-capacity leaders to build even more teams. The Guest Services & Administrative Director resources Guest Services teams with the materials they need to provide a loving, relevant, and life-giving experience. The Guest Services & Administrative Director is responsible for the overall direction of Guest Services and its team members and its alignment with the vision of NLC.

### **YOU ARE:**

- A leader of leaders, who can develop people and build teams that build teams
- Someone who embodies authenticity and integrity and supports the vision of NLC wholeheartedly
- A people gatherer, who loves to both work hard and have fun
- A detail-oriented person who can follow organizational goals and personally sets goals to grow the organization and themselves
- A “surrendered type A” who is driven and self-motivated, but also teachable and eager to be developed

### **YOU WILL:**

- Oversee and develop our assimilation processes and supply locations with the needed materials and resources
- Manage our central office and be the point person for visitors
- Lead Guest Services Coordinators across all locations
- Constantly strive to improve and grow our Guest Services teams and processes

### **THE CHERRY ON TOP:**

- Previous experience as a Guest Services team leader or volunteer
- Strong familiarity with the model and values of NLC or other similar multi-site churches
- Experience leading and building teams
- Experience in an administrative role