



First United Methodist Church
668 Graceland Ave Des Plaines, IL 60016
Administrative Assistant

Job Description:

Administrative Assistant - 32 hours per week

First United Methodist Church, Des Plaines, IL is seeking an experienced Administrative Assistant to support its ministerial staff and Church Office operations. This is a 32 hour per week position with limited benefits. The successful candidate will be self-motivated with a professional demeanor and presence, positive attitude, strong work ethic, and excellent verbal communication and inter-personal skills. He/she must possess strong organizational skills, proficiency in office procedures and methods to ensure work flow, knowledge of office computers and software (Microsoft Office Suite required; web page skills a plus). This person must be able to multi-task, be flexible in their job routine, work as team member in a collaborative environment, and relate well to other church staff, congregants and visitors. See the following detailed position description for specific duties and required skills.

Interested candidates should submit a completed application and resume outlining their interest in the position and the gifts and skills they possess. Applications and resumes will be accepted and reviewed at the email address below until the position is filled.

email to: fumcdp.sp@gmail.com

For questions please call 847-827-5561, leave a message and a staff parish member will return your call.

Function:

The individual in this position provides administrative support in carrying out the operational responsibilities of the Church Office. This individual is also the primary administrative assistant for members of the church ministerial staff. The successful candidate carries out these functions while providing a cheerful and organized atmosphere for all who enter or contact the Church, meeting the needs of staff, guests, volunteers, and congregants with care and discretion.

Duties:

Support for Ministerial Staff

Provide administrative support for assigned members of the Ministerial staff including scheduling appointments and meetings; preparing and mailing correspondence, emails, handling messages and in-coming mail; preparing reports, presentations, etc.

Office/Clerical Support

- Serve as receptionist, screening and routing of incoming calls and visitors to the Church; warmly greeting persons with a friendly, courteous and helpful attitude; providing pertinent and appropriate information to callers and/or visitors
- Prepare for Sunday worship including, but not limited to weekly church bulletins, order flowers, coordinate with lay liturgist and musicians.
- Prepare & coordinate as necessary for special services such as Lent, Advent, Funerals, & Weddings
- Maintain Church Calendar; including scheduling of ministry meetings/events and posting events on church website calendar.
- Monitor and maintain office supplies
- Check and distribute incoming mail
- Assist ministry leaders as necessary with clerical, administrative or communication support
- Attend ministry events as necessary
- Attend Administrative Staff and Senior Staff meetings as required
- Maintain the security of the church building during office hours
- Edit monthly newsletter including gathering information, design layout, & distribution
- Organize & distribute prayer chain and special weekly updates
- Perform other duties as required or assigned

Special Skills, Knowledge and Training - The Administrative Assistant should:

1. Have a minimum of 1 year of experience in an Administrative Assistant position, preferably supporting multiple principals.
2. Have strong clerical skills to include:
 - a. Proficiency in the Microsoft Office Suite programs (Word, Excel, Powerpoint, Outlook, and Weebly web page skill a plus)
 - b. Strong organizational skills; ability to multi-task and handle requests from multiple sources
3. Have effective verbal, writing and editorial skills (proficient in English)
4. Have a caring attitude, excellent people skills, high integrity and exercise strict discretion and confidentiality
5. Have or quickly develop a working knowledge of 1st UMC's organizational structure, ministries and protocols.

Level of Responsibility:

The Administrative Assistant reports directly to the Senior Pastor and indirectly to the Staff Parish Committee. The Administrative Assistant sets the overall objectives of the work assignments, priorities and deadlines. Work may be reviewed to ensure that the overall objectives are met. The person in this position uses initiative and discretion in interaction with staff, congregants and visitors. Because of the nature of the role, the Administrative Assistant must demonstrate a high level of trust and the ability to protect the reputation and integrity of others through strict confidentiality. The incumbent must be reliable and punctual in reporting for work.

Level and Nature of Contacts:

The Administrative Assistant may have daily contact with the Senior Pastor and other staff members. She/he has frequent contact with the church leadership and other church staff as well as congregants and visitors.

Scheduling:

This is a part-time hourly position averaging 32 hours per week. Limited benefits are offered with this position. Core work hours are as follows with a 1-hour lunch period.

Monday	9:00 a.m. to 4:30 p.m.
Tuesday	9:00 a.m. to 4:30 p.m.
Wednesday	9:00 a.m. to 4:30 p.m.
Thursday	9:00 a.m. to 4:30 p.m.
Friday	9:00 a.m. to 4:00 p.m.

Other hours may be assigned as necessary for office coverage and special events.

Nature of the Work:

The work involved in the position occurs primarily inside the Church facilities (668 Graceland Ave., Des Plaines, IL) and is generally sedentary in nature. The Administrative Assistant must be able to comfortably carry small to medium sized boxes (up to 40 lbs) and maneuver within the facility which includes stairwells and elevators.

The selected applicant must successfully pass a background check as part of First United Methodist Church's Safe Sanctuary Policy.

Benefits:

2018: 2 weeks paid vacation & 3 paid sick days

After 5 years: 3 weeks paid vacation & 5 paid sick days

Paid Holidays: New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving, Christmas Day, and (2) floating holidays