

Job Opening: Communications Specialist/Administrative Assistant for the Northern Illinois Conference of The United Methodist Church

The Northern Illinois Conference is made up of approximately 365 churches ministered by 400 pastors. The churches are geographically grouped into six districts within the northern Illinois area. The responsibility for supervision and spiritual direction with the pastors and churches rest with six District Superintendents appointed by the Bishop who provides overall leadership and direction for the Northern Illinois Conference of the United Methodist Church.

The purpose of the Northern Illinois Conference as expressed in the Discipline of the United Methodist Church and in the words of Sally Dyck, our Bishop, is “to make disciples of Jesus Christ for the transformation of the world by equipping its local churches for ministry and by providing a connection for ministry beyond the local church; all to the glory of God.”

She also states: “The purpose of the conference is to equip and serve the local church to help fulfill and accomplish the vision of our Conference in “making and supporting vital Christians in vital congregations that engage with their communities and the world for peace, justice and mercy.”

The Conference staff provides two major services to the churches and pastors within the Northern Illinois Conference: administration and program development.

1. Administrative functions includes the benefit implementation and administration, financial management, human resource and financial planning advice.
2. The program division is responsible to support and resource conference committees and groups that work to equip leaders to support and deepen the goals of the Conference. They are also responsible for linking the initiatives of the global church with the resources and capabilities of the local churches in the Conference.

We are a small staff of about 30 people that have assigned responsibilities and also work together in cross functioning roles to be most effective to our clients – the churches and the pastors.

We are looking for a person with exceptional administrative support capabilities who also has a passion for communications and has the ability to work with other members of our team to accomplish the program goals of the Annual Conference.

From an administrative perspective we are looking for someone who has:

- Excellent customer service skills – a person who enjoys meeting and interacting with others and also has an agreeable and personable phone presence.

- The ability to assist with all aspects of administrative management - to include both logistics and tactical support.
- Experience in coordinating between departments in resolving day to day tasks and challenges.
- Competency in office machines such as telephone, audio visual equipment, video conferencing, and computer/software capabilities.
- Experience working with Microsoft Office suite and Adobe products including Excel, InDesign, Photoshop and PowerPoint.
- Organizational skills in managing files both paper and digital to include but not limited to data input, organization, review and edits, and maintenance.
- Performance capability with multifaceted tasks in accordance with company policies

From an audio visual/graphics perspective we are looking for a person who is:

- Proficient with all forms of audio visual equipment to include cameras, computers, video recorders and software like Media Shout, Word Press and Microsoft Suite, Adobe Creative Cloud, Database management, web editing, all aspects of social media.
- Capable of producing, managing and executing both visual and graphic presentations.
- Has excellent communications skills both personally and in extending those skills into the presentations provided to the Conference/Districts with ability to edit and proof online and print publications.
- Ability to develop consistent/uniform/ and Northern Illinois Conference branded material and presentations.
- Expertise in videotaping and editing skills and building an audience on our Vimeo and YouTube channels.
- Understands social media trends, tools and technology and able to disseminate information on all platforms including Facebook, Twitter and Instagram.
- Ability to integrate multiple forms of content into uniform UMCNIC branded formats.
- Responsible for management and completion of both the Conference Journal (annual digest of Conference actions), Directory and special brochure needs using CreateSpace self-publishing.

- Can handle large audio/visual productions and presentation for our Annual Conference (annual meeting where all pastors and many lay representatives come to worship and handle the ongoing matters of the Conference).
- Help support, review and create web content, knowledge in content management systems.

A plus, but not necessary, the ability to speak Spanish, Korean or both.

Interested applicants should submit a current resume and writing samples along with a cover letter that explains what makes you the best candidate to be a Communications Specialist for the Northern Illinois Conference of The United Methodist Church. Please submit requested documents via e-mail to Woody Bedell at wbedell@umcnic.org.