



## North Northfield United Methodist Church

797 Sanders Road  
Northbrook, Illinois 60062  
(847) 272-2250

[peace1@northnorthfield.org](mailto:peace1@northnorthfield.org) † [www.northnorthfield.org](http://www.northnorthfield.org) 

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### Opportunity for Administrative Assistant

North Northfield United Methodist Church, located in the Chicago suburb of Northbrook, is seeking an Administrative Assistant to manage the church office. The opportunity includes these responsibilities:

- Preparing and printing bulletins for church services.
- Sending a twice weekly e-mail to congregants.
- Editing and distributing a monthly newsletter.
- Updating the church website and Facebook page.
- Maintaining the church calendar.
- Distributing incoming correspondence.
- Preparing, editing and distributing special documents as needed, such as the annual report for the Church Conference.
- Maintaining membership records and other computer files.
- Ordering office and paper supplies, and certain other materials used by the church, as needed.
- Serving as a point of contact for vendors and contractors providing services to the church, as needed.

The Administrative Assistant also establishes and maintains collaborative relationships with the church staff, lay leadership and congregation.

The ideal candidate will have several years of experience in an office setting, and be proficient in Microsoft Office products (Word, PowerPoint, Excel, Outlook,) and with Google Calendar and Mail. Skills in basic .html would also be helpful.

The responsibilities for this salaried position require 15 to 20 hours per week.

Compensation is \$16 per hour.

To pursue this opportunity we invite you to send your resume and a letter of interest to

[peace1@northnorthfield.org](mailto:peace1@northnorthfield.org)