

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 350 churches ministered to by 400 pastors. The churches are geographically grouped into five districts within the northern Illinois area. The responsibility for supervision and spiritual direction with the pastors and churches rest with five 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 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.” 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 include 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 25 people that have assigned responsibilities and also work together in cross functioning roles to be most effective for our clients – the churches and the pastors.

This position is under the supervision of the Director of Connectional Ministries and has direct contact with the Director of Communications.

We are looking for a person with exceptional support capabilities who also has a passion for communications and 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 interacting with others and also has an agreeable and personable email 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.
- Experience working with Microsoft Office Suite, especially Excel and PowerPoint, and Adobe Creative Suite, especially InDesign and Illustrator. Proficiency in Canva also beneficial.
- Experience in programs such as Constant Contact, Mail Chimp and database platforms such as Microsoft Dynamics 360.
- Organizational skills in managing digital files to include but not limited to organization, review, editing, and maintenance.

- Excellent communication skills both personally and in providing presentations to the Conference/Districts with ability to edit and proof online and print publications.

From a graphics perspective we are looking for a person who is:

- Capable of producing, managing and executing both visual and graphic presentations.
- Ability to develop consistent/uniform Northern Illinois Conference branded material and presentations.
- Ability to integrate multiple forms of content into uniform UMCNIC branded formats.
- Develop email campaigns/newsletters.

From an audio-visual perspective, we are looking for a person who can:

- Understand social media trends, tools and technology and is able to disseminate information on all platforms including Facebook, Twitter and Instagram.
- Manage large audio/visual productions and presentations for the annual conference (annual meeting with pastors and lay representatives), both in person and virtual.
- Help support, review and create web content with knowledge in content management systems.

From a publication perspective, we are looking for a person who can:

- Manage, design and complete publications such as the Conference Journal (annual digest of Conference business), Directories, special brochures, fliers and booklets using Kindle Direct Publishing.
- Proof read a variety of publications including a monthly newspaper.

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

The Northern Illinois Conference is an equal opportunity, at will, employer. 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 email to Ichafin@umcnic.org.