



**Title:** Events Coordinator/Administrative Assistant – Northern Illinois Conference  
**Department:** Program Area  
**Reports to:** Assistant to the Bishop/Director of Administrative Services

### **Job Summary**

The event planner is responsible for all events offered at the conference and district level, either through planning, or guidance for those who do the planning, so every event will have the same high quality of branding and execution. The event planner must have exceptional customer service skills and support capabilities with a passion for event planning. They must be able to work with staff teams and engage volunteer committees to accomplish the task.

### **Event Planning Functions**

- Manage the logistics of Annual Conference Session (major annual event for pastors and laity) which includes contracts, registration, budget and financials, hospitality, logistics, credentialing, and organization
- Manage, schedule, and coordinate meetings, events, and other similar activities at the district and conference level
- Take responsibility for the creative, technical, and logistical elements of an event. Implement these aspects personally or delegate to other responsible persons
- Develop and implement evaluation tools to determine effectiveness of events
- Follow up on all financial components of events including vendor payment, budget management, registration fee reconciliation and other financial matters
- Work with a variety of content development teams requiring the ability to work effectively in varied social dynamics and decision-making styles

### **Administrative Functions**

- Excellent customer service skills – a person who enjoys interacting with others and has an agreeable and personable email presence.
- Coordinating between departments in resolving day to day tasks and challenges.
- Organizational skills in managing digital files to include but not limited to organization, review, editing, and maintenance to track conference committee data
- Production of clergy ID's annually

### **Minimum Requirements & Skills**

- Bachelor's Degree
- 3-5 years' experience in event planning and administrative support
- Understanding of the United Methodist Church structure preferred
- Excellent organizational, communication and relationship skills with overall knowledge of standard office equipment and procedures.



# Northern Illinois Conference

OF THE UNITED METHODIST CHURCH

- Proficiency in Microsoft Office Suite, Aventri meeting registration system, Constant Contact, Survey Monkey, and database platforms such as Microsoft Dynamics 360
- Innovative thinker able to suggest process improvements
- Ability to learn new technologies as they are presented
- Enjoys task oriented and detail-oriented assignments
- A plus but not necessary: the ability to speak Spanish or Korean or both

This job is a hybrid, full-time position with flexible hours. Some weekend and evening work is required for event support. The position includes both Health Insurance upon hire (with wellness incentives) and Pension Benefits after a vesting period.

### **Abilities required**

*This section is for the physical demands of the position, so our job descriptions comply with ADA standards*

- Ability to lift 30+ lbs.
- Ability to sit for long periods of time

Resumes may be sent to Rev. Arlene Christopherson at [achristo@umcnic.org](mailto:achristo@umcnic.org).



The Northern Illinois Conference is an equal opportunity, at will, employer. Interested applicants should submit a current resume and cover letter that explains what makes you the best candidate for this position to the Northern Illinois Conference of The United Methodist Church. Please submit requested documents via email to Rev. Arlene Christopherson at: [achristo@umcnic.org](mailto:achristo@umcnic.org)

The Northern Illinois Conference is made up of approximately 345 churches ministered to by 300 active 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 work together in cross functioning roles to be most effective for our clients – the churches and the pastors.