

United Church of Hyde Park Job Opening

United Church of Hyde Park is looking for a part-time secretary who is warm, personable and organized. We need someone familiar with programming and spreadsheet software, website maintenance, and current with social media apps. We really need someone who embraces technology as a way of being effective in our present world. The Secretary reports to the Pastor.

Secretary Job Responsibilities:

- Responsible for greeting and answering phone calls and responding or passing them on to the respective person within 24 hours of receipt (except weekends).
- Perform administrative tasks, including filing, typing, and photocopying.
- Responsible for receiving mail and passing on to the respective person within 48 hours of receipt (this includes tithes).
- Maintains office supplies inventory by checking stock to determine inventory level, anticipating needed supplies, and placing and expediting orders for supplies.
- Keep equipment operational by following manufacturer instructions.
- Work closely with the pastor. Prepare correspondence and return phone calls on behalf of the pastor as requested.
- Also works with the Finance and Property Committees. Receive and record payments for space use and pass payments on to the Finance Committee on a weekly basis.
- Enter and process bills; reconcile bank statements.
- Maintain church files, church records and church directory. In addition, prepare church bulletins, the annual report, quilt show content, and stewardship materials by collecting information.
- Assist the Property Committee by allowing contractors and one-time space renters into the building during work hours.
- Meet with potential space renters, possess knowledge of space rental cost/usage, and collect rent.
- Infrequently, may work with other leaders in the church in further supporting the vision of our church.

Secretary Qualifications:

- Software knowledge includes Microsoft Office, Mailchimp, QuickBooks, Canva, Google, Doodle, and Zoom.
- Knowledge of social media platforms, managing a website, and creating fliers and social media posts.
- Professional confidentiality and integrity.
- Interpersonal skills that make it easy to work with diverse individuals.
- Able to input calendar dates onto our website.
- Good administrative writing and typing skills

For more information, please call [\(773\)363-1620](tel:7733631620). Interested individuals can send CV or resume to UCHP, 1448 E 53rd Street, Chicago IL 60615 or via email to revcharlenehill@gmail.com