St. Mark United Methodist Church
8441 S. St. Lawrence Avenue • Chicago, IL 60619 | 773-841-2992

NOW HIRING
PART-TIME OFFICE ASSISTANT

APPLY TODAY
Email your résumé to office@stmarkumcchicago.org
Attention: Dorris McGill, Administrative Board, Personnel

Office Assistant | Part-Time | $18 per hour | Shift: Day

Job Summary
The Office Assistant supports daily church administration and communications, welcomes members and visitors, and handles sensitive information professionally and confidentially. This role requires strong organizational skills and proficiency with PowerPoint, Canva, and office software.

Essential Duties
- Welcome members, visitors, and vendors, answer calls, take messages, and forward them to appropriate staff.
- Support the Senior Pastor and Administrative Assistant with office tasks and special projects.
- Create the church bulletin and perform other duties in the absence of the Administrative Assistant.
- Prepare and proofread bulletins, programs, flyers, articles, and other communications.
- Create PowerPoint presentations for worship service and update the church website and weekly schedule of events for the bulletin board.
- Receive and distribute mail; maintain electronic, paper, personnel, and special-service records.
- Communicate pastoral-care information promptly and confidentially.
- Xerox copies and create flyers for church ministries as needed.
- Maintain an orderly, secure work area and office equipment.
- Attend staff meetings and perform other assigned duties.

Qualifications
- High school diploma or equivalent; related training or experience preferred.
- Strong communication, proofreading, organization, and time-management skills.
- Proficiency with Microsoft Word and PowerPoint; Canva experience preferred.
- Ability to prioritize, meet deadlines, learn software, and work independently or collaboratively.
- Dependability, attention to detail, sound judgment, and discretion with confidential information.