

Admin Job position
United Church of Rogers Park
1545 W Morse Ave
Chicago, IL 60626

Position Title: Administrative Assistant

Contact: Rev. Lindsey Joyce at longlin55@gmail.com

Hours: Ten to Twelve hours a week. In the office Tuesdays, Wednesdays and Thursdays during the day.

Term: Position will be evaluated after three months. This contract may be revised and renewed at that evaluation.

Compensation: This is an hourly position for no more than 12 hours a week at \$18-\$22 an hour.

If sickness requires hours to be changed the administrative assistant will work with the Pastors and Minister of Administration to make them up.

Vacation time must be negotiated and scheduled with Minister of Administration in advance.

Principal Function: Perform general office work, under the supervision of the Minister of Administration and the Pastors, in relieving supervisors of minor executive and clerical duties.

Responsibilities:

1. Prepare documents; use word-processing equipment as required; operate copy machine.
2. Perform general office work; maintain supplies and various files; keep records and compile these into periodic or occasional reports.
3. Monitor email and voicemail; send online communications.
4. Review, open, and distribute mail; send out mailings; send thank you notes.
5. Maintain member information.
6. Exercise tact, courtesy, and diplomacy in receiving callers and community members, in person or on the telephone; keep a calendar of appointments.

7. Notify committee members of meeting dates.
8. Edit and prepare bulletin copy and weekly email.
9. Keep a church and building calendar.
10. Order literature and office supplies.
11. Perform other duties as assigned by the Minister of Administration.