**First United Methodist Church at the Chicago Temple**

Job Title: Administrative Assistant Date: June 13, 2018

Position Type: Full-time, Non-Exempt Job Reports To: Church Administrator

Hours: Monday – Friday, 9:00 a.m. – 5:00 p.m.

This position works with the Clergy and Administrative Team to support the church membership. As an urban church, in the heart of downtown Chicago, the Temple attracts all kinds of people, especially people who feel at home with diversity.

**Essential Functions**

* Provide administrative support to pastoral and music staff, church administrator, and to church committees as needed:
* Prepares and produces all worship bulletins
* Organizes weekly prayer concerns and prints weekly prayer list
* Organizes and creates monthly birthday listing
* Prepares and circulates weekly e-Carillon
* Creates advertisement screens as needed and updates out-side Kiosks on weekly basis
* Manages lobby electronic directory updates
* Manages the Constant Contact church mailing list and composes special alerts
* Manages Sundry Office supplies, inventory, and places orders with multiple vendors
* Compiles and prints annual Charge Conference report
* Data management:
* Enter new information into membership database
* Modify, change, and assist with maintenance of the database integrity
* Export lists
* Prepare labels
* Create a variety of reports using ACS operating system
* Document preparation, printing, and file maintenance:
* Creates posters, signage, and/or brochures for upcoming events or classes
* Assists with the coordination of church web site updates, including sending sermons, worship schedules for special events, and edits for weekly church calendar
* Assists with Face Book posts and other Social Media promotions
* Maintains files as necessary for position
* Assisting with event coordination and planning including:
  + Maintenance of calendar for church rentals, building use, and functions
  + Keeping track of baptisms and scheduling, including creation of certificates, and coordinating special candles
  + Coordinating other special bulletins and programs for:
    - Interfaith Memorial Observance
    - Thanksgiving Interfaith Service
    - Memorial Services
    - Special musical events
* Follow all policies and procedures as set by pastoral staff and Staff Parish Relations Committee
* Other duties as assigned

**Other Functions**

* General office support including coverage of front desk/window and answering phones, etc
* Trouble-shooting IT issues and office equipment difficulties
* Assists with Audio and Media technologies
* Church and office controls including secondary responsibility for church safe access

**Job Knowledge, Skills and Abilities**

This person will need to be able to multi-task, work in a team environment and pick-up projects as the Church Administrator, Clergy identifies the need. Discretion is a must as the person in this position will have access to confidential information. This person will also need to be able to work in a productive environment without close supervision. Other skills required for this position are:

* Internet, computer and IT savvy, with proficiency in Microsoft Office (Excel, Word, Outlook) and data management experience
* Strong proofreading and detail-orientation
* Strong knowledge of the rules of grammar and punctuation
* Must have good command of the English language, oral and written
* Flexibility to adjust to schedules to reflect changing situations, requirements, or priorities
* Excellent verbal and written communication skills required
* Ability to convey information in a concise fashion without loss of necessary detail
* A professional appearance and telephone manner is essential
* Ability to maintain and project a positive image in face-to-face conversations as well as in email and telephone conversations
* An organized approach to projects and responsibilities

**Education and Experience**

* A High School Diploma or GED required
* Business school, Associate’s degree or equivalent is a plus
* 3-4 years of related experience required
* Church office experience preferred

**Physical Requirements**

* Must be able to lift up to 25 pounds
* Ability to climb stairs or walk incline as needed
* Must be able to run quick errands while carrying supplies

(*Reasonable accommodations can be made)*

**Reasoning Ability**

* Ability to define problems, collect data, establish facts and draw valid conclusions
* Ability to interpret instructions furnished in written, oral, diagram or schedule format

**Manual Dexterity**

* Must have average levels of eye/hand/foot coordination
* Must be able to use a computer
* Requires the ability to use a variety of office machines and equipment

**Equipment and Software Used**

Proficiency with Adobe InDesign and/or Adobe Photoshop. Knowledge of computer, spreadsheet and data management, Microsoft Office (Excel, Word, Outlook), including excellent knowledge of copiers and problem solving IT difficulties, postage meter, folding machine