

Wesley United Methodist Church

21 E. Franklin Ave.

Naperville, IL. 60540

www.wesleynaperville.org

info@wesleynaperville.org

pastor@wesleynaperville.org

Phone: (630) 355-1834

The Church:

Wesley is an open and affirming congregation that is part of the Reconciling Ministries Network. We are committed to celebrating the diversity of God's people. Individuals who would enrich the diversity of our community are encouraged to apply.

Position Title:

Administrative Assistant

Reports to:

The Pastor and Staff-Parish Relations Committee.

Job Objectives:

The position encompasses a wide variety of activities. It is expected the Administrative Assistant be detail-focused on work responsibilities while maintaining professional interpersonal relationships with the congregation, staff, and guests of the church.

Responsibilities:

- Prepare Sunday bulletins, weekly newsletter, special service bulletins, and annual church conference booklet.
- Manage and update church calendar and website.
- Schedule room usage (in consultation with Pastor, Trustees, staff and church leadership).
- Distribute any special mailings and communications for meetings.
- Perform payroll responsibilities and associated record keeping.
- Maintain church files, non-financial church membership database, visitor information, church directory, and email list.
- Handle all incoming communication.
- Assist with publishing promotional materials.
- Perform general administrative duties as directed by the Pastor.
- Serve as receptionist and professionally greet members and visitors.
- Post to social media as needed.

Other Responsibilities:

- Order church office and worship supplies.
- Maintain office equipment.
- Adjust thermostats and open doors as needed.
- Assist with fundraisers for various groups connected to the church (KDO, Scouts, etc).
- Perform church errands as needed such as post office, UPS, and office supplies.
- Other duties as assigned.

Required Computer Skills:

- Proficiency in MS Office and Google Suite.
- Ability to learn/use MailChimp and Breeze church membership software.

Additional Qualifications:

- Be Safe Sanctuary certified or achieve certification within 90 days.

Hours:

- This is a part-time position, 5 hours/day Monday-Friday with a 30 minute paid lunch. Opportunity to work up to 2 days a week remotely.

Time Off:

- PTO accrues for time served.
- 1 week/year of paid vacation for years 1 & 2, 2 weeks/year for years 3-9, and 3 weeks/year for 10 years of service and beyond.

Compensation:

Hourly pay, 25 hours/week on average, more before Christmas, Easter, or other special occasions.

Application:

Send applications to the Pastor and church office at the above address.

Disclaimer:

The above information is intended to describe the general nature and level of work for the Administrative Assistant. It is not intended to be interpreted as a complete list of all duties, responsibilities, or requirements for this position. Position is overseen by the Pastor.