



St. Mark United Methodist Church
8441 S. St. Lawrence Avenue
Chicago, IL 60619
773-846-2992

Email your resume to ptobias@stmarkumcchicago.org or mail/hand deliver to the church address.

Attn: Dorris McGill, Administrative Personnel Committee

JOB DESCRIPTION

Position Title: Office Assistant

Category: Part-time

Reports to: Administrative Assistant/Senior Pastor

Salary: Hourly

Hours: 12-20 per week

Shift: Day

Job Summary:

Working in a church environment, this position requires the ability to interact and greet members, visitors, and vendors in a friendly and professional manner. Ability to work with interruptions while concentrating on tasks. Position responds and reports to a large group of diverse personalities, sensitivity and discretion are necessary. Strict confidence is required in all matters, information, relationships, and records, relating to the church, the pastor, the staff, and members. The position requires expertise in PowerPoint slides for worship services and events. This position requires skills to be proficient in other church software programs.

Essential Duties and Responsibilities:

- Receive, screen, and direct incoming phone calls. Take and forward messages to the appropriate staff.
- Prepare special event programs, flyers, and ads for distribution.
- Maintain and update St. Mark's Website
- Working knowledge of office equipment
- Receive, sign, and distribute packages from USPS, UPS, FedEx, and HL
- Distribute mail to appropriate staff and church organizations
- Maintain and post the weekly schedule of events.
- Responsible for preparing "The Manor" bulletin including editing and formatting.
- Assist the Administrative Assistant in preparing the St. Mark church bulletin.
- Proofread and edit all written materials (i.e. bulletins, articles, manuscripts, etc) generated by the Pastors, Ministers, and others as needed or requested.
- Provide support to Pastor and Administrative Assistant
- Report relevant information to the Pastor via Administrative Assistant, related to the sick and shut-in members, deaths, weddings, etc.; add names to the appropriate list in the church bulletin.



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Essential Duties and Responsibilities

- Maintain clean and organized office areas.
- Establish and maintain up-to-date filing systems, both hard copy and computer files.
- Working knowledge in operating and monitoring the functioning of office equipment.
- Develop a working knowledge of the policies and structure of the United Methodist Church.
- Develop a familiarity with the leadership and staff of the United Methodist Church and other churches that regularly interact with St. Mark, list pertinent information in the bulletin.
- Maintain schedule for special services such as baptisms, weddings, and funerals.
- Participate in staff meetings.
- Prioritize job duties as directed by the Senior Pastor, Administrative Assistant, as needed
- Coordinate/perform other duties as requested or assigned by the Administrative Assistant or Pastor.
- Strong problem-solving skills and the ability to work independently and as a team.

Qualifications

- A High school diploma or equivalent is required; additional education or certification in office administration is a plus.
- Previous job experience and personal references as needed.
- Excellent verbal, strong communication, and customer service skills.
- Proficient in using computer software programs such as Microsoft Office Suite, and Canva
- Expertise in PowerPoint presentations.
- Ability and willingness to learn church-based and other software programs