

## **Job Title: Support Staff for Pastoral Transitions**

Location: Westchester, IL

Status: non-exempt

Overview: As part of a four-person support team, the SSPT supports the general operations of the Illinois Conference of the United Church of Christ. Located at our offices in Westchester, IL, this person partners closely with the ACM for Pastoral Transitions and provides all administrative support for the 2023 Lilly Grant supporting congregations in Pastoral Transition.

### **Responsibilities:**

- Partner with ACM for Pastoral Transitions to support congregations in transition
  - Coordinate the calendar of meetings, services of release, installations, etc
  - Provide administrative support for each congregational retreat
  - Maintain postings of all active searches
  - Distribute candidate profiles for all active searches
  - Maintain YouTube channel or other distribution channels for new video content and webinars
  - Coordinate the assignment, communication and payment of coaches for profile development, conflict resolution, etc
  - Coordinate micro-grant program
  - Maintain files of new letters of call
  - In partnership with the ACM for Authorization and Oversight, prepare materials in support of installations
  - Set up online congregational training events
  - Coordinate the arrangements for leader retreats
  - Regularly communicate upcoming events and schedules to constituents
- Data tracking, analysis and documentation to fulfil grant requirements
  - Ensure completion of annual financial and program reports per Lilly's deadlines
  - Track ongoing participation as outlined in grant proposal narrative
  - Gather pre- and post- evaluations from each congregation
- Teamwork
  - Participate in cross training with other Conference support staff
  - Provide back up assistance for the other support staff.
  - Participate in regular support staff and all-Conference staff meetings
  - Support all Conference staff and elected officers as possible
  - Other duties as assigned

### **Qualifications:**

- Proficient with Microsoft 365 products
- Exceptional organizational skills
- Ability to manage multiple priorities
- Strong interpersonal/customer relations skills
- Able to work independently
- Works well in a team environment

- 3-5 years of office administration experience
- Attention to detail
- Clear communication
- Familiarity with the United Church of Christ preferred

Salary and Benefits:

\$25.00/h.

Holidays (10-11 per year)

Vacation (starting at 10 days a year)

Health & Dental for employee with option to pay additional premium for family

“Sick” PTO accumulated at 1 day per month

Life and disability insurance