

Church Administrative Assistant



Bryn Mawr Community Church | Chicago, IL
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DEADLINE: February 1, 2023

ABOUT BRYN MAWR COMMUNITY CHURCH

Bryn Mawr Community Church is non-denominational and a member of the United Church of Christ (UCC). We are located in the heart of the South Shore community. We actively support South Shore through our Sunday morning worship service and schedule of bible studies, as well as our weekly food pantry, clothing bank and soup kitchen. Bryn Mawr partners with various civic and private organizations to further our community outreach and sharing God's love.

JOB DESCRIPTION

This position will provide administrative support for the pastor, church council and church organizations. General office tasks will consist of managing email, phone and mail received daily. In addition, it will include financial responsibility such as payment of the church's vendors and payroll under the direct supervision of the church Treasurer.

- Ideal person will be comfortable meeting and working with people of all economic, educational, and occupational levels.
- They should possess professional phone etiquette; excellent command of English language written and verbal. Ability to accurately transcribe and type with adequate speed. Excellent organizational skills, with the ability to multi task and prioritize projects independently or while working with others.
- Proficiency in Google Suite and other office software, as well as office machinery (computers, copiers, fax).
- Comfortable processing online invoices, payments, deposits, and payroll. Ability to maintain accurate bank records.

The position is part time, 20 hours a week; 10:00 am to 3:00 pm Tuesday – Friday.

Hourly earnings of \$15.00 an hour, paid every two weeks. This part time position does not include benefits. Please provide resume with your contact information and relevant prior employment history.