



## Church Administrative Assistant Position Description

**Who we are:** Burr Ridge Community Church is a growing community church that seeks to bring God and community together for the flourishing of our community. We are an outreach focused church that wants to serve God and our neighbors in Burr Ridge and beyond. We are a loving, warm community with energy and passion. We belong to the United Church of Christ and all are welcome in our church wherever they are in their journey!

**Part Time Position:** 12-15 hours per week (3-4 hours 4 days/week; exact times/days could be flexible but must be worked out with the Pastor)

**Responsible to:** Pastor and Council President; under the direct supervision of the Pastor.

**Position Overview:** The Administrative Assistant will be responsible for helping the Pastor, Church Council, and other staff manage day to day administrative tasks. This includes managing the church social media accounts including Facebook, YouTube, and Instagram. The Administrative Assistant will be responsible for weekly creation of church bulletins and monthly creation of church newsletters in Canva and communications and file management through Google Workspace.

### RESPONSIBILITIES:

- **Communication:** This role requires you to effectively communicate in various media; both verbal and written, including answering the telephone and giving assistance, checking voicemail and responding as needed, composing and answering emails, and interacting with visitors, congregants, and staff in-person.
- **Administrative Guidance:** Help guide the church administrative needs forward as the church and its technological needs grow. We are looking for someone in this role who can help us create solutions as our administrative needs expand.
- **Office Administration:** This role will utilize Mac OS, Microsoft Office, Canva, Google Workspace and more to provide clerical support to the Pastor, staff, and Council. This includes creating bulletins, newsletters, documents, flyers, and other worship-related documents. Other administrative needs include keeping records and updating databases, maintaining calendars, relaying information to appropriate parties, organizing and sending correspondence and bulk mailings via USPS, keeping inventory of office supplies, operating office equipment, and other church office related needs.

- **Social Media Management:** Administrative Assistant will be responsible for posting to church social media accounts multiple times per week, including to Facebook, Instagram, and YouTube. Content will be supplied by the Pastor or Council President but the Administrative Assistant will be required to input content into templates in Canva and then post to social media. Proficiency and experience with social media and managing content is necessary for this role.

## EXPECTATIONS

- **Dependability:** Reliable attendance and punctuality; timely responsiveness and follow up on communications and projects; Be well organized, self-motivated, able to set priorities, and work independently.
- **Flexibility:** Flexibility around schedule should the need arise. In turn, BRCC offers the ability to have a flexible schedule with prior approval.
- **Confidentiality:** Keep confidential information about anyone with whom the administrative assistant interacts.
- **Mission:** The Administrative Assistant must be able to support and articulate the vision, mission, ministry, and core values of the church.

## REQUIREMENTS

- High school diploma or equivalent
- Proficiency in Google Workspace, Canva, Microsoft Office, Mac OS
- Experience managing content in Facebook, Instagram, YouTube and other social media
- Strong interpersonal skills

As a church employee, the Administrative Assistant is not entitled to unemployment or worker's compensation. This position does not offer benefits (but does offer schedule flexibility).

**TO APPLY:** Submit resume and cover letter to Pastor Alicia Reese at [pastor@brucc.org](mailto:pastor@brucc.org)