

**Position: Office Assistant - December 2018**

**Description**

Provides general clerical support of semi-routine nature under close to moderate supervision. Operates office equipment. Activities include preparation and distribution of written/printed materials such as newsletters, Sunday bulletins, and sermons. Also answers and routs incoming calls, schedules building use and work hours for others. Will likely maintain church membership and mailing lists. Maintains necessary office supplies. May perform some ongoing, programmed administrative duties such as preparation of payroll and accounts payable. Must know Microsoft Office 365 application suite and QuickBooks. Successful candidate must be able to pass a criminal background check.

Education: Associates Degree in Business or Not-for-profit management.

Experience: 1-5 years work in a church or not-for-profit environment.

Hours: 20 hours per week.

Reports to: Office Administrator.

Pay range: \$13-18/hour, based on experience.

Start: immediately.

**Note:**

This position is part time with limited weekly hours. Our church community relies on the work of multiple people for every service to run smoothly, and this position is very important to the effectiveness of the entire team. We are looking for reliability, strong and responsive communication, and coordination of details in a timely way for each service.

**Please apply with cover letter and resume to: Church Office, Wellington Avenue UCC, 615 West Wellington Avenue, Chicago IL 60657, or by email to [waucc@sbcglobal.net](mailto:waucc@sbcglobal.net). Deadline for applications: January 7, 2019.**