

**Thriving Pastors in Revitalizing Congregations (TPIRC)
Administrative Assistant**

Position Description

Purpose: To provide administrative support the TPIRC Coordinator and the TPIRC Program; (averaging 16 hours a week.)

Expectations:

- Maintain records of those involved in various aspects of the program – coaches, facilitators, pastors, lay leaders (both digital and on paper);
- Communicate with participants in the program as requested, including assisting the development of a webinar series;
- Develop a “closed Facebook system” for the pastors involved in TPIRC;
- Assist Program Coordinator in arranging for trainings, cohort meetings; the annual Summit Learning Events, and all other planned and arranged meetings;
- Maintain the list of payments made by pastors/churches in the program and acknowledge payments;
- Maintain records and files as deemed helpful by the Program Coordinator (both digital and on paper);
- Assist in preparation of reports for the Lilly Foundation;
- Coordinating all necessary records and documents with the Illinois Conference Controller; and
- Other duties as assigned.

Accountability: The Administrative Assistant is considered an employee of the Illinois Conference located at 1840 Westchester Boulevard, Suite 200, Westchester IL 60154. The Administrative Assistant is directly supervised by the Program Coordinator (Rev. Dr. David Russell) of the TPIRC, with automatic accountability to the Illinois Conference Minister (Rev. Justo González.)

If interested in applying, please send a résumé to **both** Rev. González (ilconfjusto@gmail.com) and Rev. Russell (ilconfdavid@gmail.com)

Remuneration – \$13,300 annually (\$16.00/hour)