

Job Title: Temporary Support Staff for Communications

Location: Westchester, IL/Home Office

Status: non-exempt

Job Type: Part Time (20hrs/wk)

Pay: \$25.00/hour

Send resumes via email to: terillmurff@ilucc.org

Job closes 10/29/2024

Responsibilities:

- Curate and distribute Conference and Association communications:
 - Publish weekly Faithful Friday's newsletters via Constant Contact
 - Publish other news and announcements as needed: death notices, Conference wide news, event notices, etc.
 - Maintain mailing lists
 - Update content on website (WordPress) – minor updates including links to recent newsletters, job postings, and maintaining the website calendar
 - Recruit and organize content for regular newsletters from numerous sources including, but not limited to: local churches, the National Church, Covenant Partners of the Illinois Conference, Conference/Association committees and staff, and the many UCC ministries and affiliates
 - Occasional writing or editing may be required
- Event Management (as needed/as time allows):
 - Set up online registration for Conference and Association events via Realm (for the time being until we switch databases)
 - Manage online registration and share updates as requested/needed with planning teams
 - Assist with over the phone registrations when needed for people who are having trouble online
- Teamwork
 - Provide back-up assistance for the other support staff as needed.
 - Participate in regular support staff meetings
 - Support all Conference staff and elected officers as possible
 - Other duties as assigned, and time allows

Qualifications:

- Able to work independently
- Works well in a team environment
- Experience with Constant Contact or another email marketing program
- Communications, marketing, and/or web editing experience preferred
- Attention to detail
- Familiarity with the UCC/Illinois Conference strongly preferred