

Are YOU the next office manager for Community UCC? Community United Church of Christ is a just peace, theologically progressive, LGBTQ+ open and affirming congregation located in the heart of the University of Illinois, home of Jubilee Café. If you enjoy working with a diverse population, being part of a team, working with volunteers, and have a gift for organization, then send a cover letter and resumé to jobs@community-ucc.org to apply.

Deadline:

August 16

Job detail:

Office manager, part time, weekdays, \$17-18.50 per hour, paid time off.

Supervision:

The Office Manager is directly supervised by the Pastor with general oversight by the Personnel Committee.

Key Responsibilities:

Provide clerical and administrative support to Community United Church of Christ.

Skills:

- Demonstrated understanding of confidentiality.
- Proficiency in Microsoft Office, Canva.
- Excellence in interpersonal skills.
- Excellence in written and verbal communication.
- Excellence in time and process management.

Education:

High School or higher

Experience:

1-4 years

Qualifications:

A successful candidate will demonstrate the above skills and present a professional, welcoming demeanor. Employment is contingent upon passing a criminal background check.

Key responsibilities:

- Present a professional, welcoming, inclusive, and helpful demeanor at all times.
- Promptly and professionally answer and respond to phone calls, e-mails, and communication.
- Provide administrative and clerical support for the Pastor/Head of Staff, and Volunteers as needed.

- Work collaboratively with the Pastor/Head of Staff, and Volunteers to prepare material needed for the life and work of the church.
- Order and stock supplies, including but not limited to, supplies used in the office, in worship, and by the programs of the church.
- Manage parking space rentals.
- Participate in weekly check-ins with the Pastor/Head of Staff.
- Arrange travel for conferences.
- Other duties as negotiated and agreed upon.