

Office Coordinator

First Presbyterian Church of River Forest, IL

REPORTING TO: Pastor/Head of Staff

RESPONSIBILITIES: Operations

- Coordinate day-to-day operations of the church
- Administer the central calendar, which includes church programs, outside group meetings, and staff schedules
- Create and ensure implementation of schedules for cleaning, weekend coverage, locking/unlocking of building, etc.
- Receive and document requests for building use

Administration

- Provide administrative support to the pastor(s) and ministry staff
- Purchase and organize office supplies
- Administer contracts for office equipment and services
- Coordinate registrations for church events

Database

- Enter and maintain data in church database (Realm) related to attendance, new members, address changes, etc.
- Generate reports and mail merges from the database as needed by the pastors, program staff, and ministry teams

Reception

- Answer incoming phone calls
- Handle incoming and outgoing mail
- Interface with representatives of groups using the building
- Interface with transient visitors

Communications

- Assist the Communications Director with weekly worship bulletin production—this may include gathering information, copying, etc. Learn to produce the bulletin and weekly all-church email as back-up to the Communications Director
- Proofread internal and external communications
- Prepare mailings

Other duties as assigned

ABILITIES: Strong interpersonal skills, including patience and a caring attitude with people of all ages

- ABILITIES (cont.):** Strong organizational skills, including the ability to create, maintain and improve systems and schedules
Strong communication skills, including the ability to speak, write, and read English fluently
Ability to multitask and manage a diverse workload
Ability to triage daily operational needs
The employee is regularly required to speak, hear, sit, walk, and reach. The employee may be required to carry items of up to 15 lbs. on church premises.
- QUALIFICATIONS:** High degree of comfort and competence in using Microsoft Word, Excel, and Google software including Gmail and Google Calendar
Ability to learn church database software quickly and competently
Knowledge of Constant Contact and Adobe Publisher, or ability to learn
Experience in graphic design/Canva a plus
College graduate preferred
- ATTRIBUTES:** Ability to support the Christian mission and culture of the church
Desire and ability to work as part of a ministry team
Desire to serve people irrespective of culture or circumstance
Ability to maintain the highest degree of confidentiality
Outgoing and cheerful personality
Independent starter / finisher
Flexible, get-it-done attitude
Reliability
- ARRANGEMENTS:** This is a ¾ time non-exempt position, 32 work hours per week, Monday through Friday, generally 8:30-3:30 with 30 minute lunch break. Church events may occasionally require flexibility in work schedule. This is an onsite position. Compensation is \$25/hr.
- ABOUT OUR TEAM:** The First Presbyterian Church of River Forest is a community dedicated to growing apprentices of Jesus Christ. The staff of First Pres is a collegial, supportive ministry team, each bringing unique talents to their position and collective efforts. The Office Coordinator is the central hub of this staff team and the public face of First Pres, exhibiting the love of Christ to members, visitors, and vendors, and responsiveness to the needs of the congregation and staff.

To apply, please send a cover email and resume to search@firstpresrf.org