

**BURR RIDGE**  
Community Church

BRINGING GOD AND COMMUNITY TOGETHER AT THE CROSSROADS OF PLAINFIELD AND COUNTY LINE ROADS

15W100 Plainfield Road, Burr Ridge, IL 60527

630.654.4544

Office@brucc.org

BRUCC.org

## **Part-Time Church Office Administrator**

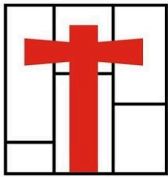
**Who we are:** Burr Ridge Community Church is a growing community church that seeks to bring God and community together for the flourishing of our community. We are an outreach focused church that wants to serve God and our neighbors in Burr Ridge and beyond. We are a loving, warm community with energy and passion. We belong to the United Church of Christ and all are welcome in our church wherever they are in their journey!

**Part Time Position:** 12-15 hours per week (9 a.m. - 1 p.m.; 4 days/week; exact days of the week can be flexible but must be worked out with the Pastor and Church Leadership)

**Responsible to:** Pastor and Council President; under the direct supervision of the Pastor.

**Overview:** The primary responsibility of this position is to serve as the face of the church by greeting visitors, answering the phone and door, coordinating the calendar, and providing administrative support to staff and committee leaders. The Office Administrator will be responsible for weekly creation of church bulletins and monthly creation of church newsletters in Canva and communications and file management through Google Workspace. General duties include, but are not limited to the following:

- Answer the door and main phone line during business hours and assist with questions about Burr Ridge Community Church and our ministries.
- Prepare documents for publications including church bulletins and announcements, monthly newsletters, other worship related documents, as well as other brochures, flyers, documents, and presentations by request.
- Oversee room requests and scheduling on church calendar to ensure rooms are not double booked and are available as needed for various groups.
- Work with outside organizations that may wish to rent space, in collaboration with the Council President and Chair of the Board of Trustees.
- Order office supplies and maintain the office, welcome table and bulletin board.
- Coordinate print orders with outside print agency for bulletins, envelopes, etc.
- Field inquiries for weddings and baptisms, coordinate with staff and volunteers, and document as needed.
- Perform clerical duties as needed, including preparing New Member, Baptism and Confirmation certificates, Memorial Gift acknowledgements and maintaining the church records.
- Coordinate large mailings, including coordination of capital campaigns.
- Assist church leadership with volunteer sign-ups and event coordination.



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- Maintain and update database of mailing lists, membership status, birthdays, and committees.
- Support and be able to articulate the vision, mission, ministry, and core values of the church.

### **Attendance:**

- Attendance must be reliable, and the secretary should also be flexible about the schedule if the need to change arises.
- Vacation days / planned time off, need prior approval in order to balance the administrative needs of the church.
- The expectation for this role is 12-15 hours per week.

### **Qualifications:**

- A commitment to the Christian faith and willingness to welcome
- Associate degree and relevant experience required.
- Proficiency with Mac OS and Microsoft OS and standard software including Word, Outlook, Excel, and PowerPoint, Canva and Google Workspace is necessary.
- Strong interpersonal, organizational, and communication skills are essential.
- Strong English usage, spelling, punctuation and grammar skills. Proofreading experience is a plus.
- Ability to multitask (with frequent interruptions) and meet deadlines.
- Ability to work independently and as an effective team member.
- Ability to use and manage social media platforms is a plus, but not required.

The office administrator is hired by a leadership committee of Burr Ridge Community Church. The Pastor will provide direct oversight and guidance to the Office Administrator. As a church employee, the secretary is not entitled to unemployment or worker's compensation. This position does not offer benefits (but does offer schedule flexibility).