



<https://jesushouse.org/job/administrativeofficer/>

Administrative Officer

Description

POSITION: ADMINISTRATIVE OFFICER

RESPONSIBLE TO: HEAD, SUPPORT SERVICES

RESPONSIBLE FOR: CHURCH OFFICE ADMINISTRATION

LOCATION: JESUS HOUSE CHICAGO CHURCH OFFICE

JOB SUMMARY:

To provide comprehensive administrative support to the Church, ranging from general, day-to-day administrative duties and the administration of weekly helpline calls including all services assigned by the Services to Management.

Responsibilities

ADMINISTRATIVE RESPONSIBILITIES:

- Answer all incoming telephone calls by answering general queries and taking messages as required
- Responsible for incoming and outgoing correspondence
- Maintain general Office filing
- Update membership database regularly
- Prepare various documentation for Sunday services as required
- Update and maintain various administrative records
- Responsible for office inventory
- Provide Support for special church projects and events.
- Undertake all administrative functions as directed by the Head of Support Services

PASTORAL CARE RESPONSIBILITIES:

- Update the new guests and new converts database including sending out weekly follow up letters.
- Send out weekly list of new guests and new converts to welcome and Discipleship departments respectively.
- Provide administrative support to all pastoral care events.

Hiring organization

Jesus House Chicago

Employment Type

Full-time

Job Location

60618, Chicago IL

Date posted

February 1, 2022

- Provide administrative support for Small Groups, Sunday school, etc.

EVENT ADMINISTRATION RESPONSIBILITIES:

- Provide administrative support for all Church special events as assigned by the Head of Support Services.
- Establish and maintain appropriate management support systems for events and associated projects hosted by the Church.

REQUIRED KNOWLEDGE, SKILL AND ABILITIES

- Must be committed to the church's mission and message
- Must be a self-starter with an innovative approach to administration and a keen eye for detail
- Must exercise exceptional judgment in dealing with sensitive and personal issues and information
- Must be able to handle light bookkeeping
- Must be professional and polite
- Have excellent verbal and written communication skills
- Proficient computer skills; Microsoft Word, Excel, PowerPoint, outlook etc.
- Has initiative, and can be trusted to work with minimal supervision

Qualifications

EDUCATION AND EXPERIENCE

- Associate's degrees or Bachelor's degree recommended
- At least 2 years administrative experience

In the spirit of caring for one another and our community, please note that upon accepting an offer of employment from Jesus House Chicago you will be required to share proof of a COVID-19 vaccination. This requirement is subject to accommodation in compliance with applicable laws.

Job Benefits

- 401(k)
- Dental insurance
- Health insurance
- Paid time off
- Tuition reimbursement
- Physical Setting/Location: Office environment
- Schedule: Tuesdays to Sunday (Off on Saturday & Mondays)