



## **Adult Education Administrative Assistant**

*Updated March 2022*

Classification: Non-Exempt  
Status: Part-Time, 10 hours per week  
Reports to: Senior Associate Pastor for Adult Education and Leadership Development

### **Position Description:**

The Adult Education Administrative Assistant will be responsible for the operational success and logistical support of Fourth Presbyterian Church's Adult Education Program. This position will provide weekly support for the church's Adult Education Program, including on-site program responsibilities and administrative leadership.

**Schedule:** The role is a part-time, 10 hour/week position. Evenings and weekend work hours are required.

### **Responsibilities:**

- Plan and coordinate the logistics of the Adult Education Committee and the Michigan Avenue Forum (an annual lectureship), Committee meetings as well as all on-site adult education programs, both online and in person.
- Prepare agendas and minutes for the meetings.
- Prepare invitations to speakers on behalf of the leadership, including course descriptions and biographies for advertising as well as coordinating with the speaker(s) for payment, permissions, supplies, and technology.
- Coordinate the advertisement, logistics, technology, and communication for all programs, including reserving and confirming space; event registration.
- Support for the Sunday morning Academy of Faith and Life program, coordinating all technical aspects of events with the facilities and technology team, including attending all programs and events to ensure a smooth execution of the program.
- Other duties and special projects as assigned.

### **Required Skills and Abilities:**

- A demonstrated ability:
  - To act independently, organize workload, set priorities, work well under deadline pressure, and adapt to change.
  - To develop a systematic approach to carrying out assignments with clear and measurable outcomes; prioritize objectives with supervisor direction and coordinating multiple activities.
  - To change approaches or methods based upon circumstances to achieve the desired results.
  - To relate to and interact with all congregation members, colleagues, and other staff members in a positive way that results in cooperation, mutual respect, and common benefit.
  - To handle high-stress situations with calm competence.
- Excellent oral and written communication skills with exceptional attention to details.
- Desire and aptitude for working within a faith-based and multi-cultural environment.

- Commitment to equity and social justice and a proven ability to thrive in a diverse, equitable, just, and inclusive environment.
- Use the organization's principles of hospitality when interacting with visitors, guests, members, and staff of Fourth Presbyterian Church and Chicago Lights.

**Education and Experience:**

- Bachelor's degree plus relevant work experience in non-profit setting preferred.

**Physical Requirements:**

- This position requires prolonged periods of sitting at a desk and working on a computer. Requires ability to lift, carry, push, pull, or otherwise move objects up to 20 lbs.

**Compensation:**

- This is a part-time position with an **hourly rate of \$17.00** per hour.

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

Fourth Presbyterian Church is committed to equal employment opportunity for all qualified applicants and employees, without regard to race, color, citizenship status, national origin, ancestry, sex, sexual orientation, pregnancy, gender identity and/or expression, age, creed, physical or mental disability, genetic information, marital status or familial status, veteran status, military status, source of income, political affiliation or any other factor protect by law. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors.

***Please send cover letters and resumes to [jobs@fourthchurch.org](mailto:jobs@fourthchurch.org). No phone calls, please.***