

Administrative Assistant to the Director of Communications (Part-Time)

First Presbyterian Church

1427 Chicago Ave, Evanston, IL 60201

We are a vibrant community of faith in the Reformed tradition located in Evanston, IL with approximately 600 members. We are in search of a candidate to serve our faith community's worship ministry by serving as a part-time administrative assistant to the director of communications (DC). The expected work hours would be 12 hours per week and would include working with the DC to write, edit, format, and distribute mass-marketing emails and e-newsletters to our congregation and staff, community constituents, and financial supporters.

The assistant would also manage the production and printing of our weekly Sunday bulletins, occasional inserts, and other print materials. Additional tasks may include occasional website updates, taking photographs, or interviewing staff and congregation members to gather information for distribution.

Specific job duties include:

1. Edit, format, and distribute the Tuesday and Thursday emails sent out through Constant Contact
2. Assist in the weekly production and printing of our Sunday bulletins, inserts, and other printed materials
3. Complete occasional updates on our firstpresevanston.org website
4. Taking photographs as needed
5. Occasionally meeting with staff or congregation members to collect information about events or ministry opportunities
6. Assisting with other tasks as needed

Educational and experience requirements include the following:

- Bachelor or Associate degree in English, journalism, communications, OR an equivalent combination of education, hands-on training and experience is required
- Attention to detail in proofreading is required
- Requires comfort with working through web portals and online applications
- Proficiency in Adobe InDesign, Photoshop and Illustrator is greatly desired
- WordPress web content management experience is greatly desired
- Experience with distributing newsletters through email marketing services is desired
- Ability to take photographs with dSLR camera or smartphone is desired

This position will average 10-12 hours per week year-round (50 weeks per year), with occasional opportunities for additional hours.

To apply, please e-mail Jim Teague, Director of Communications:
jteague@firstpresevanston.org.