

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 500 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 12-15 hours per week and would include working with the DC to accomplish the following:

- Plan and distribute social media posts on Instagram, Facebook & TikTok
- Help create weekly bulletins, announcements and other inserts
- Create and send weekly emails to congregation and other subscribers
- Help with making slides for inside and outside kiosk monitors
- Make updates to church website using WordPress/Avada

Additional tasks may include taking photographs, recording voiceovers, or interviewing staff and congregation members to gather information for distribution.

Specific skills sought include:

- Adobe Creative Suite software tools
 - Adobe Photoshop
 - Adobe Illustrator
 - Adobe InDesign
 - Adobe Premiere Pro
- Canva.com online design tools
- Proofreading with attention to detail
- Microsoft Office 365 tools
 - Microsoft Word
 - Microsoft Outlook
 - Microsoft Excel (on occasion, with mail merge)
- Microsoft Windows and/or Mac OS experience is necessary

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
- Experience in developing and implementing a social media plan in coordination with online advertising
- Comfort with working through web portals and online applications
- Experience with distributing newsletters through email marketing services is desired
- Ability to take high-quality photographs with professional camera or smartphone is desired

This position will average 12-15 hours per week year-round (50 weeks per year), with occasional opportunities for additional hours. Initially, all work will take place at the church. After a 90-day probationary period, options for working remotely will be considered.

To apply, please e-mail Jim Teague, Director of Communications:

jteague@firstpresevanston.org.