

JOB POST

PART-TIME ADMINISTRATIVE ASSISTANT

First Presbyterian Church of DuPage (FPCD) is located in Bolingbrook, Illinois. We are a diverse Christian Community that lives by **Faith** is sustained by **Hope** and shines the light of God's **Love** into the world. We strive to live out our Vision through **inter-generational, inter-cultural, community-based** ministry and worship.

We are seeking a part-time Administrative Assistant to provide secretarial/administrative support to the Pastor, other staff, members and volunteers to promote the work of the church.

POSITION DETAILS

Classification:	Non-exempt, part-time, 15-19 hours per week
Reports to:	Pastor
Supervises:	Church volunteers, as needed
Pay Rate:	\$19.00 per hour
Pay:	Paid monthly on the 15 th based on the number of hours worked for the previous month.
Office Hours:	Employee is required to work in the office during designated office hours: Wednesday and Thursday from 10:00 a.m. to 3:00 p.m., and Friday from 11:00 a.m. to 3:00 p.m. Additional hours, if needed, may be worked remotely, up to a maximum of 19 hours per week.
Time sheet:	Time worked is to be recorded on a time sheet which must be signed and submitted to the pastor every month for approval.
Benefits:	This position is not eligible for health insurance, life insurance, dental insurance, pension, vacation or severance.
PTO:	Paid Time Off (PTO) is accrued in accordance with the Paid Leave for All Workers Act (PLAWA), which entitles employees to earn 1 hour of paid leave for every 40 hours worked, up to 40 hours per year, to use for any reason.

JOB BACKGROUND AND SKILL REQUIREMENTS

- Pass a background check
- Strong computer skills including familiarity with Microsoft Office, email applications such as Mailchimp, data entry and reporting, and social media
- Proficiency in use of office equipment such as copiers, computers, and phone system
- Strong organizational skills
- Excellent command of English composition and punctuation

How to Apply:

The application deadline is **April 10, 2026**.

To apply, please submit the following by email to firstpresdupage@gmail.com

- A cover letter and resume
- Two recent references, one of which should be a direct supervisor or head of staff