

Executive Administrative Assistant

The Northern Illinois Conference of The United Methodist Church is seeking an Executive Administrative Assistant. The person in this role will provide comprehensive administrative and executive support to the Bishop and Assistant to the Bishop, enabling effective leadership and ministry across the Northern Illinois and Wisconsin Annual Conferences. The Executive Administrative Assistant will manage complex scheduling, communications, travel, events, financial processes, and special projects while collaborating closely with the Administrative Assistant of the Wisconsin Annual Conference to ensure the Episcopal Office functions efficiently and effectively across both conferences.

Key Responsibilities:

- Provide comprehensive administrative support to the Bishop and Assistant to the Bishop, including calendar management, scheduling, immigration related appointments, daily priorities, travel, expense reports, reimbursements, and other financial processes
- Prepare correspondence and communications on behalf of the Bishop and Assistant to the Bishop, including clergy and clergy spouse acknowledgements, condolences, and other official communications
- Coordinate projects, meetings, and events for the Bishop and Assistant to the Bishop, including logistics, communications, hospitality, materials, and support for Cabinet meetings, retreats, clergy meetings, and other Episcopal Office gatherings
- Collaborate with the Wisconsin Annual Conference Administrative Assistant to coordinate Bishop activities and ministries across both Annual Conferences, including meetings outside Conference boundaries and denominational events such as the North Central Jurisdictional College of Bishops and Council of Bishops
- Provide administrative support for Annual Conference, including preparation of the Journal, certificates, appointment lists, and the Bishop's agenda and related materials
- Maintain accurate and current Extension Ministries information and records in Brick River
- Participate in Administrative Assistant meetings within the jurisdiction and denomination to support collaboration and alignment of Episcopal Office practices
- Maintain confidentiality and exercise discretion, professionalism, and sound judgment when handling sensitive information
- Develop and maintain effective working relationships with Conference staff, clergy, laity, denominational partners, and others who interact with the Episcopal Office, while staying informed about Conference priorities and activities

Qualifications:

- Bachelor's degree required
- 5-7 years of experience as an administrative assistant, executive assistant, or in a related administrative support role
- Demonstrated ability to manage complex calendars, competing priorities, meetings, travel, and special projects with accuracy and attention to detail
- Strong written, verbal, organizational, interpersonal, and problem-solving skills
- Ability to work independently, anticipate needs, exercise sound judgment, maintain confidentiality, and respond effectively to changing priorities
- Proficiency with Microsoft 365, including Word, Excel, Teams, and Outlook
- Experience with or ability to quickly learn administrative systems and databases, including Brick River, EBridge, and Emburse
- Knowledge of The United Methodist Church's organizational structure, governance, terminology, and denominational relationships preferred, or demonstrated ability to quickly develop such knowledge
- Ability to collaborate effectively with colleagues across multiple Annual Conferences and denominational organizations
- Commitment to supporting the mission, ministry, and leadership of The United Methodist Church

Working Conditions / Physical Requirements:

- Office based work environment with regular interaction with Conference leadership, staff, clergy, laity, and denominational partners
- Ability to accommodate occasional evening and weekend meetings, events, retreats, and Conference activities
- Occasional travel may be required for meetings, events, and denominational activities
- Ability to work effectively in a fast-paced environment with frequent interruptions and changing priorities
- Ability to perform work requiring extended periods of sitting and computer use

Please visit this link to apply:

<https://www.paycomonline.net/v4/ats/web.php/portal/E1CB377AF1A59C982D4A8BC33247365B/jobs/478591>

Closing Date:

09/21/2026

The Northern Illinois Conference of The United Methodist Church is an Equal Opportunity Employer and actively seeks and encourages applications from minorities, women, and individuals with disabilities. All offers of employment are subject to the applicant successfully completing background, reference, and other applicable checks.

No Staffing Agencies or Recruitment Firms