

JOB DESCRIPTION: ADMINISTRATIVE ASSISTANT

Title: Administrative Assistant

Location: 1615 W. Chicago Ave., Chicago, IL 60622

Supervised by: Hotline Director

Supervises: N/A

Status: Part Time, Hourly, Non-Exempt

Date revised: 21 July 2017

Position Summary:

Assists in carrying out the mission and goals of the Hotline by coordinating general office and clerical support functions required for the day to day operations of the program.

Responsibilities:

Office Management (approximately 35% of the position)

- Performs general office management duties including maintaining files, ordering supplies, and organizing the hotline suite.
- Monitors office equipment and arranges for services as needed
- Coordinate with Loop office to ensure check stubs and other materials get to the Hotline
- Assists with scheduling and documentation of staff and supervisor meetings
- Reports monthly expenditures to Hotline Director

Outreach / Material Coordination (approximately 35% of the position)

- Maintains inventory of Hotline outreach materials and replenishes materials as needed
- Prepares materials for public distribution upon request of staff or public
- Coordinates with other staff to prepare materials for public distribution
- Represents Hotline at outreach events or meetings as assigned
- Collaborates with Hotline staff, supervisors, and director to generate up to date materials for outreach

Hotline Support (approximately 25% of the position)

- Coordinates / performs bi-yearly digital database resource check
- Generate and updates paper-based resource directory
- Organizes and updates paper files, Hotline archival documents, and other documents, as needed
- Works with Director to schedule quarterly in-service trainings for VIRAs and Supervisors
- Answer Hotline calls as necessary

Other (approximately 5 % of the position)

- Attend and actively participate in departmental and staff meetings
- Protect The Network's value by keeping information confidential
- Update knowledge by participating in educational opportunities; maintaining networks; participating in professional organizations
- Perform other duties as assigned by supervisor.

Work Environment

- This position requires proficiency in electronic communication and technology including extensive communication via email.
- This position operates primarily in an office environment that is accessible. Some work at off-site locations may be required and those may not necessarily be fully accessible.
- This position requires prolonged periods of sitting.
- This position requires an ability to listen to, process, and discuss sexual, physical, and emotional trauma.
- This role routinely uses standard office equipment such as computers, phones, photocopiers, scanners, filing cabinets, and fax machines
- While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- The employee must occasionally lift and/or move objects up to 25 pounds and occasionally lift and/or move objects up to 40 pounds
- Travel between the main office and remote locations is required.
- This position requires attendance during business hours from 9:00 am to 6:00 pm, Monday through Friday.
- Occasional night and weekend hours are required a few times a year
- Work place is a smoke- and drug-free environment.
- The Network is an equal opportunity employer and seeks to employ qualified individuals based on individual merit. The Network does not discriminate against any individual with respect to the terms and conditions of employment based on that individual's race, sex, age, religion, color, national origin, disability, genetic information, marital status, veteran status, sexual orientation, gender identity or expression, housing status, or any other non-merit factor protected under state, local or federal laws. Equal Employment Opportunity applies to all personnel actions such as recruiting, hiring, compensation, benefits, promotions, training, transfer, termination, and opportunities for training. The Network is committed to a fair and equitable workplace where everyone is a respected and valued member of the team.

Qualifications:

Education

- High School Diploma or equivalent is required for this position

Experience

- A minimum of 3 years of work experience in an office environment is preferred
- Strong verbal and written skills required
- Knowledge of domestic violence and/or women's issues and strong commitment to social justice and ability to create and manage social change efforts
- Strong project management skills
- Strong writing and platform skills for both online and traditional media
- Strong presentation and networking skills
- Practice in appropriate conflict resolution methods leading to positive solutions

Licenses/Certification

- 40 Hour Domestic Violence Certification required within 90 days of hire

Computer and software knowledge

- PC literate with strong skills and experience in MS Office (Word, Excel and PowerPoint) required
- Experience with iCarol, Nortel, and Infonet database preferred
- Proficiency desired social media platforms - Twitter, Facebook, etc.

It is not the intention of this position description to limit the specific duties of this job, but rather to describe the major responsibilities associated therewith at the time the position description was prepared. As the organization changes, or simply with the passage of time, the specific tasks and responsibilities that comprise any job also tend to undergo changes. Such changes may consist of additions to, reductions in, or substitutions of duties and responsibilities. This position description should be revised on an annual basis to reflect such changes. I have read this job description, understand it, and am able to perform the essential job functions of this position. I have had the opportunity to discuss the job description with my supervisor.

Signature:**Date:**