



INSTITUTE FOR NONVIOLENCE CHICAGO POSITION

TITLE: Senior Office Assistant

REPORTS TO: Site Operations Manager

The Institute for Nonviolence Chicago's mission is to end the cycle of violence using Dr. Martin Luther King, Jr.'s principles and teachings of nonviolence. Informed by a philosophy of nonviolence, Nonviolence Chicago will establish caring and sustained relationships with participants engaged in the cycle of violence. We will emphasize partnerships with community members, leaders, social service providers, and local law enforcement to reduce community levels of violence. We will help create a safer, healthier environment for young adults, youth, and their families. These general approaches will be specifically addressed using for major methods: Community Violence Intervention (CVI) / Street Outreach, Individualized Service Provision, Victim Support Services, and Nonviolence Training

ESSENTIAL FUNCTIONS/RESPONSIBILITIES:

- Operates with independence and judgment in carrying out assigned responsibilities.
- Represents the agency by maintaining appropriate office decorum and cordial contacts with clients and other visitors.
- Assists in the development of systems and procedures for own responsibilities. Plans own work to meet scheduled deadlines.
- Composes and produces documents and reports using agency software packages.
- Using professional judgment, handles difficult calls and determines appropriate disposition.
- Makes frequent staff and outside contacts. Gathers and disseminates information, schedules appointments, arranges meetings including all aspects of meeting preparation.
- Responsible for maintenance of files, records and reports.
- Supports direct service and administrative staff in special projects.
- Responsible for maintaining office supplies and equipment.
- Serves as backup to other support staff as necessary.
- Works effectively with diverse staff and service population.
- Works evening and weekends hours as needed and assigned.
- Other duties as assigned.

QUALIFICATIONS:

- Maintains a passionate commitment to social justice, equity, and violence reduction in the City of Chicago
- High school diploma or equivalent
- Two years of administrative assistant experience
- Basic computer skills, including ability to complete required research, data entry tasks, communicate via email, and complete basic word processing tasks, as needed
- Basic knowledge of office equipment (phones, copiers, etc.)
- Basic knowledge of Microsoft Office (Word, Excel and PowerPoint)
- Ability to communicate effectively both verbally and in written form with a diverse population
- Effective interpersonal and problem-solving skills
- Ability to interact appropriately with clients and staff



- Ability to meet prescribed deadlines, collaborate as part of a team and respond well to supervisor direction and follow up
- Ability to be on your feet for several hours a day and lift packages up to 15 lbs
- Ability to travel between offices as needed

SALARY/BENEFITS:

Competitive/commensurate with experience and other qualifications. Competitive benefits package available, including Health, Life, and 401K. Employment with INVC requires proof of COVID vaccination or an approved medical exemption.

To apply, please send a cover letter along with your resume to [hiring@nonviolencechicago.org](mailto: hiring@nonviolencechicago.org).

Institute for Nonviolence Chicago -- EEO Statement

Institute for Nonviolence Chicago provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Institute for Nonviolence Chicago complies with applicable state and local laws governing nondiscrimination in employment in every location in which the organization has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.