

INSTITUTE FOR NONVIOLENCE CHICAGO

JOB TITLE: SENIOR OFFICE ASSISTANT

ESSENTIAL FUNCTION: Using intermediate skills, performs some complex office duties including those of a confidential nature. Works with diverse staff and service population.

Under the general supervision of the Site Operations Manager.

RESPONSIBILITIES:

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

RESPONSIBILITIES: (continued)

13. Works evening and weekends hours as needed and assigned.

14. 15% other duties as assigned.

QUALIFICATIONS:

High school diploma or equivalent and two years office experience including automated systems. Intermediate computer, and work and time management skills. Competence in grammar, math, spelling, and oral and written communication. Effective interpersonal and problem-solving skills. Ability to interact appropriately with clients and staff. Ability to work effectively with diverse individuals and groups.

To apply, please send a cover letter along with your resume to lisas@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.