



Job Title: Administrative Assistant
Reports To: Executive Director
FLSA Status: Non - Exempt
Status: Seasonal Part Time through February 2024 – 20 to 25 hours per week
Salary: \$22.40 per hour
Location: 1922 N. Pulaski, Chicago, IL 60639
Schedule: Monday through Friday – occasional weekends
9:00 a.m. to 1:00 p.m. (Flexible schedule)
Schedule subject to change based on office needs.

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

Organization Mission:

SCH's Mission is to build generational wealth through housing counseling, financial education, and advocacy, by connecting low-to-moderate income households to resources that create housing stability, homeownership, and economic mobility.

Organization Summary:

SCH has two locations to serve the North and South sides of Chicago and serves over 10,000 clients per year. SCH is a local and national leader in the housing counseling sector and continues to innovate its service delivery and expands its target market presence. We deliver quality programs and compassionate service to all residents in need.

Position Summary:

This position provides senior-level administrative assistance to the Executive Director and Administration team by performing a variety of clerical duties to include scheduling, data entry, internal and external communications, supply management and other general office tasks as assigned.

Administrative Assistant Responsibilities:

- Provides administrative support to ensure efficient operation of the office.
- Answers phone calls, schedules meetings and screening when necessary.
- Welcomes and directs visitors and clients.
- Carries out administrative duties such as filing, typing, copying, binding, scanning etc.
- Retrieves information as requested from records, email, minutes, and other related documents; prepares written summaries of data when needed.
- Responds to and resolves administrative inquiries and questions.
- Assists in scheduling travel, meetings, and appointments for managers or supervisors.
- Prepares agendas and schedules for meetings.
- Prepares meeting rooms.
- Records or distributes minutes or other records for meetings.
- Maintains office supply inventory and coordinates maintenance of office equipment.
- Exhibits polite and professional communication via phone, e-mail, and mail.
- Supports team by performing tasks related to organization and strong communication.
- Contributes to team effort by accomplishing related results as needed.

- Performs other related duties as assigned.

Required Skills and Qualifications:

- Associate degree required; Bachelor's degree in related field preferred.
- Three to five years of experience in an administrative role.
- Proficiency in English. Spanish is a plus.
- Experience working with multi-function printers, including the ability to scan documents and send them as an email attachment, configure copy settings and perform light maintenance tasks such as replacing toner cartridges.
- Experience with CRM platforms such as RX Office and Scheduling platforms.
- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Proficient in Microsoft Office Suite or related software.
- Excellent organizational skills and attention to detail.
- Basic understanding of clerical procedures and systems such as recordkeeping and filing.
- Ability to work independently.

General:

- Interest in community development, housing issues, organizational development, and communications
- Mandatory participation of weekend events hosted by employer and/or affiliates of sponsoring agencies and must be open to participating in events and other activities outside of work.

Compensation:

Compensation is \$22.40 per hour. Part-time, 20 to 25 hours per week.

Physical Demands and Work Environment:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to 30 pounds. While performing the duties of this job, the employee is regularly required to use hands and talk or hear. The employee is frequently required to stand, walk; sit; reach with hands and arms balance, stoop, kneel or crouch.
- The workplace is a smoke- and drug-free environment.

SCH is an equal opportunity employer and seeks to employ qualified individuals based on individual merit. SCH 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. SCH is committed to a fair and equitable workplace where everyone is a respected and valued member of the team.

To Apply:

Visit: www.sc4housing.org/careers