

Job Description

Job Title: Office Administrator
Position Title: Administrative Support
Position Type: Full-Time
Reports To: Executive Director

POSITION DUTIES

- Support the Executive Director
- Understanding the confidential nature of the job
- Ability to liaise with other agencies and government offices
- Provides human resource support, which may include recruitment, personnel records, employee relations, job evaluation, compensation management, insurance and other benefits administration, organizational development, and assisting with training
- Manage expense reports and reimbursements
- Oversee all aspects of the office administration
- Provide administrative support for all board/committee meetings
- Design/implement initiatives as directed by Executive Director
 - Meeting Minutes
 - Newsletters
 - Annual Reports
 - Press Releases
- Maintain central administrative files and mailing lists
- Coordinate travel arrangements, event planning, and special meetings
- Coordinate volume processing (i.e. large mailings)
- Monitor social media; prepare CEO-level communications, presentations, and blog posts
- Assist the Director of Programs with compliance issues for all grants

QUALIFICATIONS

- Bachelor Degree Preferred
- Proficiency in Microsoft Office, including Word, Excel, PowerPoint, and Outlook
- Experience with State and Federal Grants
- Proven organizational skills
- Motivated self-starter with excellent oral and written communication skills
- Capacity to lead a developing initiative and take ideas from concept to completion
- Looking for someone who cares about humanitarian causes
- Previous Community Action or related experience a plus
- Strong people skills and the ability to exercise good judgment in complex situations

The Will County Center for Community Concerns is an Equal Opportunity Employer