



Communities In Schools of Chicago
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DPOSITION DESCRIPTION

Administrative Assistant

(part time 24hrs/wk)

Communities In Schools of Chicago (CIS of Chicago) is a nonprofit organization dedicated to working in partnership with Chicago Public Schools and community organizations to help students stay in school and be successful.

During the 2020-2021 school year, CIS of Chicago will partner with more than 170 Chicago public schools (CPS) and connect 900 services and programs to more than 50,000 CPS students and their families by leveraging community partner programs and services. In addition, CIS of Chicago places full-time Student Support Managers in thirty Chicago public schools – our Intensive School partners. Our staff in these schools provide intervention services to a caseload of 50 students per school who are at risk of dropping out, as well as connect support services to the whole school.

CIS of Chicago is an affiliate of Communities In Schools, Inc., a national nonprofit organization with offices in more than 150 different cities.

The **mission** of Communities In Schools of Chicago is to surround students with a community of support, empowering them to stay in school and achieve in life. The **vision** of CIS of Chicago is to ensure that every public-school student in Chicago graduates from high school prepared to succeed. The organization's **core values** are Impact, Integrity, Relationships, and Social Justice.

CIS of Chicago provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

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.

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The Administrative Assistant is a “time and effort coordinator” and an integral part of the organization’s administration. The Operations Team, comprised of Human Resources, Finance, Technology and Facilities, is a group of professionals who manage the efficiencies that support program and community direct services, communications and fund development. Together, members of the Operations Team execute a timely, efficient, consistent and detail-oriented work ensuring seamless daily organizational functioning and play supporting roles in a variety of other organizational projects, as needed.

The Administrative Assistant ensures that the Chief Operating Officer’s scope of work managing personnel, partners, and community providers have the best the organization has to offer maintaining a myriad of duties and focus areas as well as assisting other executive leadership projects as needed and as assigned.

CIS of Chicago seeks a highly motivated and skilled professional in this role. The preferred candidate will have strong written and oral communication skills, experience working with or in an executive level administrative office setting, and the ability to prioritize short- and long-term tasks.

POSITION COMPONENTS:

Main Office Coordination

Ensure main office is well prepared to support staff, including open/close, when appropriate

1. Manage daily office tasks to include, but not limited to, mail processing, document scanning and filing.
2. Coordinate main office attendance schedules and master event calendar;
3. Communicate and outreach to vendors regarding maintenance and repair;
4. Collaborate with Operations Team to support IT needs and maintain connectivity;
5. Provide ongoing assistance and availability to address main office supplies, equipment, and resources;
6. Monitor agency connections with schools and adjust support as needed to strengthen partner/school relationships

Human Resources Support

1. Support COO in managing personnel related file management, including training hours
2. Manage processing of standard personnel requests (data and informational documents)
3. Maintain Human Resources calendar as related to orientation, evaluation and documentation timelines
4. Collect and ensure accuracy of expense reports, reimbursement requests and other personnel related submissions
5. Prepare documents for all on/offboarding events, as well as tracking orientation deadlines
6. Maintain and prepare benefits packages and usage in alignment with broker requirements

Data Management

1. Collect and monitor data points regularly collected from program and data teams to provide real time information to COO connections to schools as well as monitor the quality of connected programs
2. **Track equipment hardware follow thru with software needs and usage.**
3. Collect required monthly, quarterly, and annual reports.

Desired skills and attributes

1. Demonstrated success and comfort in building relationships proactively through multiple modalities including but not limited to in person (when safety permits), via email, phone call and video conferencing.
2. Willing and capable of quickly learning CIS of Chicago protocols, procedures and policies related all departments, as well as external collaborations
3. Solution-oriented with a lens towards supporting efficient practices, exhibiting motivation to create and implement innovative solutions to challenges.
4. Ability to work collaboratively as well as independently.
5. Detail-oriented and organized with a commitment to follow-up and follow-through.
6. Strong computer skills, including familiarity with Microsoft Word, Excel, and PowerPoint, video conferencing technology, as well as database experience.
7. Skilled at prioritizing multi-tasking and managing multiple deadlines.
8. Demonstrates cultural competency by effectively working and communicating with people differing in value systems, ethnicity, cultural backgrounds, language capabilities, and abilities.
9. Flexible and capable of working in a fast-paced environment with occasional immediate response and respond to nominal after hour's needs.

Qualifications

- At least three years of relevant office-based work experience, prior executive leadership support preferred.
- Extensive experience with database management, document organization and bookkeeping
- Experience in calendar management; scheduling and tracking events, including outreach planning.
- Well versed in vendor, partner engagement, outreach and management
- Strong, efficient and professional writing and editing skills.
- Mandatory clear Background Check process including criminal background check and eligibility to work in CPS buildings with students.
- Must have reliable **daily** access to a vehicle plus a valid driver's license and proof of insurance.
- Must have reliable access to remote workspace and ability to safely work from office as required.

Reports to: Chief Operating Officer

Work environment: This full-time position is based out of the CIS of Chicago main office in the West Loop. At the time of this posting, per COVID recommendations, CIS of Chicago administration staff are safely working remotely and in office when necessary.

Professional level

Administrative Professional

Minimum education required

High School Diploma. (Some college preferred)

APPLICATION PROCESS

To apply for this position, please submit: (a) a current resume; and (b) a cover letter, indicating why you are interested in the Administrative Assistant position with CIS of Chicago and what makes you a uniquely strong candidate for the position. **Applicants that do not submit both elements of the requested materials will not receive consideration.** Please attach both documents in a single e-mail and with “Admin Assist” in the subject line. All postings should be directed to hr@cisofchicago.org