



JOB ANNOUNCEMENT: ADMINISTRATIVE ASSISTANT

Community Organizing and Family Issues (COFI) is a Chicago-based nonprofit that has created a unique, evidence-based approach, *The COFI Way*, to support the leadership development and organizing of low-income parents of color. *The COFI Way* is rooted in a vision of building a broad movement of parent leaders working for racial, economic, and educational equity and justice for families. Over the past 25 plus years, COFI has built the power and voice of thousands of Illinois parents to shape the public decisions that directly affect their lives.

Community Organizing and Family Issues (COFI) seeks an Administrative Assistant for its Chicago office which serves as COFI's main office. The Administrative Assistant's primary function is to execute administrative functions for COFI and is an ideal position for an extroverted professional who enjoys being at the center of day-to-day activity and engaging with visitors, parent leaders and staff. This is a fast paced role that engages with a wide range of individuals both on the phone and in person. This position is 100% in person and office-based and requires proof of COVID vaccination.

ESSENTIAL FUNCTIONS

1. Coordinate clerical and logistical support across multiple departments with approximately 20 hours per week dedicated to UPLAN (United Parent Leaders Action Network).
2. Provide backup support for office administrative duties, such as reception, mail systems and supplies
3. Responsible for addressing any physical space issues, such as building maintenance and technical support requests

DUTIES AND RESPONSIBILITIES

- 1. Execute clerical and logistical support across multiple departments with approximately 20 hours per week dedicated to UPLAN (United Parent Leaders Action Network).**
 - Provide clerical and logistical support to UPLAN (United Parent Leaders Action Network) including semi-monthly fiscal processing, coordinating travel arrangements, note taking and assembling mailings/packets, as needed.
 - Coordinate, together with the Administrative Coordinator, larger events/trainings which can include securing and coordinating vendors, assembling packets, day of coordination for the event/training, follow up to process expenses, as needed.
 - Execute clerical support for COFI various departments, including note taking, data entry, making copies, filing, assembling packets, registration, refreshments, travel arrangements, and set up/cleanup.
 - Assist in other clerical/logistical support tasks, as needed.
- 2. Provide backup support for office administrative duties**
 - Provide welcoming environment to visitors and staff, answer the phone promptly and serve as receptionist, route phone calls and take complete messages, greet and direct visitors.
 - Open and process mail on a daily basis. This includes both the physical mail as well as digital mail.

- Maintain supply inventory, stock and replenish office supplies throughout office, assist with supply ordering and maintaining storage areas organized and labeled.
- Complete various data entry tasks in support of both program and project staff, including updating mailing lists, entering attendance data, working on mailing assembly projects, etc. Assist with filing of administrative, personnel and fiscal files.

3. Responsible for addressing any physical space issues, such as building maintenance and technical support requests

- Maintain shared office spaces, prepping the office space for the work day, managing office calendars, removing trash and keeping space tidy.
- Submit maintenance work orders, as needed.
- Assist with troubleshooting on computers and office equipment including interacting with COFI IT support.

REQUIREMENTS AND QUALIFICATIONS

At least 1-year nonprofit experience – preferably in social justice work.

At least 2 years’ administrative experience – preferably with receptionist or office management emphasis.

Bachelor’s Degree preferred, High School Diploma required.

Excellent executing skills, ability to multi-task in a fast-paced environment, be detailed and organized as well as flexible to shift from a broad range of responsibilities.

Excellent computer skills with proficiency in Microsoft Office Suite and Google Suite, experience with accounting software and database management preferred; able to troubleshoot technical and computer issues.

Skilled in building genuine relationships with a diverse range of people.

Knowledge, understanding of and commitment to the empowerment of low and moderate-income families and experience working with diverse communities.

English/Spanish bilingual preferred. Women and people of color are strongly encouraged to apply.

Ability to lift up to 25 lbs, to bend, squat, reach above head.

REPORTING RELATIONSHIPS

- Reports directly to the Administrative Coordinator

CLASSIFICATION

- Exempt from the Fair Labor Standards Act
- Regular full time salaried position
- Starting salary range is \$41,600 – \$48,600 annually, depending upon experience (with generous benefits)

TO APPLY

Please email cover letter, COFI Employment Application Form, and resume to applications@cofionline.org or mail to Applications, COFI, 2245 South Michigan, Suite 200, Chicago, Illinois 60616; or fax to 312/226-5144.

Application form is available at www.cofionline.org/about/jobs.