

Employment Opportunity

Position: Administrative Assistant

FLSA Classification: Non-Exempt/ Full Time

Location: Aurora, IL

Application Deadline: Continuous until position is filled

Program Description: Mutual Ground, Inc. (MGI) is a nonprofit organization providing domestic and sexual violence programming that focuses on prevention, intervention, and on-going services in Southern Kane and Kendall Counties.



Job Summary

To provide administrative support for the executive management team which includes the Executive Director, Finance, Human Resources, Advancement, and Clinical Directors.

We are looking for an experienced professional who has a great attitude and can handle a fast-paced environment. The individual who fills this role will need to be self-motivated, eager to learn, flexible, and able to prioritize multiple projects of varying complexity.

Qualifications

- Highly motivated and organized, able to set priorities and meet deadlines
- Excellent verbal and written communication skills
- Ability to use discretion and maintain all aspects of confidentiality at all times
- Ability to utilize standard telephone/copier equipment
- Desire to be busy and work in fast paced environment
- Superior knowledge of MS Office products, Internet and email applications
- Excellent writing, spelling and grammar skills
- Excellent interpersonal relationship skills and ability to maintain professional boundaries
- High ethical and professional standards
- Proven ability to work independently and with a variety of people (including groups)
- Excellent planning, organizing and prioritizing skills
- Self-directed and able to manage overall goals while accomplishing multiple tasks
- Commitment to personal integrity and a professional image in all interactions with volunteers, clients and staff
- Above average knowledge of donor management software
- Strong attention to detail, positive attitude, proactive, willing to learn new programs and flexible with last minute changes
- Acceptance and respect for cultural diversity, sexual orientation, ability, gender identity and expression, and religious belief

Examples of Duties

- Act as first point of contact for general department inquiries, providing superior customer service and ensuring all incoming requests (e.g. emails, phone calls, visitors, etc.) are prioritized and handled in a timely and professional manner. Anticipate problems and ask probing questions in order to respond effectively.
- Conserve Directors' time by carefully reading and routing correspondence; drafting letters and documents; collecting, researching and analyzing information; initiating telecommunication.

- Assist executive team with scheduling meetings, replying and forwarding emails, registering for training and conferences and other duties as assigned.
- Conduct research, collect and analyze data to prepare reports and documents.
- Format and prepare information for internal and external communication (i.e. memos, emails, reports, etc.)
- Screen and direct phone calls and distribute mail correspondence.
- Provide reception to occasional visitors.
- Create and maintain contracts with outside agencies and organizations.
- Manage Donor Perfect software: data entry, mailings for donations (utilizing mail merge), and report generating.
- Pull mailing lists together as needed.
- Proof read and edit internal and external correspondence.
- Develop, format and update forms.
- Provide support for grants management when needed.
- Anticipate and prepare required materials for meetings.
- Record minutes, clean up after and distribute minutes via email in a timely manner after meetings.
- Work with contractors to handle large maintenance and facility issues.

Working Conditions

- Standard office environment
- Tasks may involve standing and sitting

How to Apply

Submit a cover letter and resume to Michelle Meyer, Executive Director, at mmeyer@mutualground.org. MGI is an Equal Opportunity Employer. Selection will be solely based on merit and will be without discrimination based on age, race, sex, religion, national origin, marital status, sexual orientation, gender identity or expression, or mental or physical disability