

Openings as of 9/19/2016

Program Operations Assistant

MAKE A DIFFERENCE AND CHANGE LIVES!

Waukegan Township Staben House provides transitional housing and community enrichment services to homeless women with children. We strive to develop goals with families, assist them in establishing and sustaining permanent housing, increasing skills, income and achieving greater self-determination.

General Summary and Purpose:

The Administrative Assistant will perform a variety of highly responsible administrative and secretarial tasks to help achieve the Staben House's vision, mission, and goals. The Administrative Assistant will have experience managing competing priorities while working closely with and/in support of the Department Director. This is an opportunity for a skilled individual to organize, develop, and improve administrative processes, increasing the program's effectiveness. This position involves significant teamwork and collaboration with staff, volunteers, and diverse community members, and the ability to exercise independent judgment.

Essential Duties:

- Provide administrative support to the Director, Advisory Council and staff to include answer telephones, record messages, schedule appointments, typing correspondence, and others.
- Develop and maintain documentation system to include staff, residents, facility, vehicle, vendors, donations, etc.
- Assist with planning and coordinating monthly staff meetings.
- Retrieve in-coming bills, code and submit bills to Financial Department.
- Prepare routine and special correspondence to include memorandums to staff, residents, and community.
- Pre-screen prospective residents, process application, and prepare case file for case manager review.
- Attend Service Point Monthly Meetings, maintain and update Service Point forms, track transportation services and enter them into Service Point database.
- Update Service Point forms to reflect on going changes by the system administrators.
- Prepare information with regards to programs, activities, special events, meetings, etc.
- Assist with typing of the Staben House Policy and Procedures Manual's updates.

Qualifications:

REQUIRED:

- Associate's Degree.
- 2-3 years office work experience.
- Experience editing correspondence, creating flyers and brochures.
- Excellent written and verbal skills.
- Excellent Customer service skills.
- Excellent telephone skills.
- Excellent computer skills.
- Creative and resourceful.
- Residency within Waukegan Township boundaries.

DESIRED:

- Office Technology degree or training.
- 2-5 years working as Administrative Assistant.
- Proficient in a variety of computer skills.

How to apply:

Position open until filled.

Applicants may email their applications and resumes to dortiz@waukegantownship.com

Applications may also be Faxed to (847) 244-5185

Mail or apply in person at 149 S. Genesee St., Waukegan, IL 600085.

www.waukegantownship.com

EQUAL OPPORTUNITY EMPLOYER

Waukegan Township is an Equal Opportunity Employer of Minorities/Women/Individuals with Disabilities/Protected Veterans and does not unlawfully discriminate under federal, state, or local laws. All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, gender, sexual orientation, gender identity, age, physical or mental disability, or protected veteran status.