



## **GREENCORPS CHICAGO NFP IS CURRENTLY SEEKING AN: ADMINISTRATIVE ASSISTANT**

Greencorps Chicago, a Not-For-Profit (NFP) organization, supports the City of Chicago's green industry job training program to assist individuals with barriers to employment. Our mission is to support and guide residents from Chicagoland's disinvested neighborhoods to create change in their lives and communities through training, service, and career opportunities in environmental fields.

The Administrative Assistant will be responsible for the general operations of our office including such things as monitoring emails and calls, purchasing, and general outreach. Prior experience in office administration required, associate degree preferred. Priority will be given to individuals living within the mid-South Side, comprising Grand Boulevard, Hyde Park, Kenwood, Oakland, Douglas, Washington Park, Woodlawn, Greater Grand Crossing, South Shore, and South Chicago.

### **Administrative Assistant Responsibilities:**

- Overseeing general office operation
- Monitoring and responding to emails and phone calls
- Tracking purchases and general paperwork
- Supporting payroll
- Other duties as assigned

### **Administrative Assistant Requirements:**

- Solid Microsoft Office Suite experience
- 3 to 5 years of experience in office administration
- Willing to submit to initial and random drug screenings
- Willing to submit to background checks; the program is background friendly

This position requires a commitment of approximately 25 hours per week and some work will be able to be conducted remotely. Compensation is dependent on experience. Resumes accepted until position is filled. Only qualified candidates will be contacted for an interview.

Please submit resume and cover letter to: [TerraFirma@greencorpschicago.org](mailto:TerraFirma@greencorpschicago.org)