

November 2018

ICADV is seeking an Administrative Assistant who takes initiative, is highly organized, and has tremendous attention to detail. Interested candidates must be committed to promoting social change to end abuse while establishing and maintaining positive working relationships both internally and externally. The Administrative Assistant demonstrates these skills daily to ensure maximum efficiency for ICADV to execute its goals and mission of ending domestic violence in Illinois. Help make Illinois families safer and join our team!

Responsibilities to support membership services, board of directors, finance and administration include:

- Receiving and routing incoming phone calls, mail and faxes;
- Staffing and supporting the work of various committees;
- Supporting fundraising efforts;
- Maintaining and managing public education resource inventory;
- Processing membership applications, renewals, and other records;
- Data entry for general record maintenance and bookkeeping; and
- Meeting and event planning.

Complete job description may be found on the following pages. Interested, qualified candidates may apply by sending resume with cover letter to conlon@ilcadv.org or mail to 806 S. College, Springfield, IL 62704 Attn: Sarah. ICADV is an equal opportunity employer and strives to achieve diversity among its staff which represents the diversity of the programs and individuals which it serves. Successful applicants must be able to thrive in a fast paced, cooperative, nonsmoking, feminist environment. Administrative Assistant is a full time, nonexempt position with generous benefits offered.

Illinois Coalition Against Domestic Violence
Job Description

Job Title: ADMINISTRATIVE ASSISTANT

Classification: NONEXEMPT

Supervisor: CHIEF OPERATIONS OFFICER

Primary Responsibility: The Administrative Assistant provides direct assistance to other staff in the form of complex clerical and office funds and completes a variety of information and data processing tasks to ensure the organization's efficient operations supporting its mission and goals. This position is responsible:

Work Performed/Position Responsibilities:

Under the direct supervision of the Chief Operations Officer and general supervision of other management, the Administrative Assistant will perform the following duties:

- **Member Services:** Develop and maintain ICADV membership files; process membership applications and renewals; staff Membership Committee and other committees as needed; coordinate logistics for Program Council and committee meetings; record minutes; perform data entry; prepare and distribute member mailings.
- **Public Education:** collate and ship public education material orders; provide support in creation and/or updating of content; manage public education brochure inventory; coordinate procurement of printed materials; support development of ICADV publications such as newsletters and other annual reports; post content to ICADV website and other online media as needed.
- **Board of Directors:** coordinate logistics for Board of Directors events; support CEO with committee meeting planning; staff meetings as necessary; prepare minutes; maintain board of directors' member files.
- **Facilities and Administration:** maintain ICADV contact databases; develop and maintain ICADV business forms and templates; answer and appropriately route ICADV phone calls; check in and appropriately route ICADV mail, email and faxes; respond to requests for information and referral as needed; ensure adequate office supply inventory is maintained; coordinate logistics for other ICADV hosted meetings or events; assist Training Institute as needed.
- **Resource Development:** manage donor records; support CEO in preparation for meetings with potential donors; perform donor acknowledgement; assist with event planning.
- **Finance:** maintain cash receipt log; enter accounts payables and receivables into accounting system; maintain member dues payments records; provide clerical support to Chief Financial Officer as needed.
- **Miscellaneous:** oversee Silent Witness distribution; provide support to the Virtual Legal Clinic Project, including but not limited to providing technical assistance to project sites for publications as requested.
- Perform other duties as may be necessary or assigned by the Executive Director or the Chief Operations Officer.

Knowledge Requirements:

- Comprehensive understanding of domestic violence and/or other violence against women issues.
- Knowledge of the Illinois Coalition Against Domestic Violence or similar nonprofit organization.

Skills Requirements:

- Excellent written and oral communication skills which demonstrate a commitment to professionalism and appropriate conflict resolution methods which lead to positive solutions.
- Outstanding organizational abilities to manage multiple projects efficiently.

EMPOWERING WOMEN. EXPANDING AWARENESS. ERADICATING VIOLENCE.

ICADV ~ 806 South College Street ~ Springfield, IL 62704
www.ilcadv.org ~ ilcadv@ilcadv.org ~ phone: 217-789-2830

- Ability to make decisions by assessing situations to determine importance, urgency and risks that ensure timely completion of tasks.
- Ability to efficiently use Microsoft Office suite of software applications, with specific importance in MS Word and MS Excel.
- Basic knowledge, or ability to learn, of Adobe Acrobat, Adobe Photoshop, Adobe InDesign, Adobe Dreamweaver, and Quickbooks.
- Basic understanding of Windows operating systems and use of audio visual equipment.
- Ability to learn software applications.
- Ability to type.
- Ability to read and comprehend complex rules and regulations.
- Ability to effectively use voice telephone and voice mail system.

Physical Requirements:

- Ability to frequently lift and carry up to 30lbs.
- Occasional travel requires ability to drive oneself or secure reliable transportation in local area.
- Ability to communicate effectively in person, on paper and by telephone.
- Regular use of telephone equipment is required.
- Standing or sitting for long periods, bending, stooping, walking, climbing stairs, kneeling, squatting, crouching.

Special Demands:

- Willingness and ability to travel. Must be able to secure reliable transportation, including driver's license and proof of insurance if necessary when travel is required.
- Ability to work in fast-paced, cooperative, non-smoking, feminist environment.
- Ability to remain focused in a work environment where sufficient noise may cause the employee to be distracted.

Sources:

- The Administrative Assistant takes direction from, is supervised by, reports to, and is evaluated by the Chief Operations Officer.
- The Administrative Assistant may also be given task direction from the Executive Director/Chief Executive Officer.

Accountability:

- Ensure accurate public education material inventory for annual distribution of approximately 50,000 pieces annually.
- Ensure cost effective purchasing of supplies and services secured by this position.
- Respond to and/or route incoming communications appropriately to ensure efficient information flow.
- Ensure accurate, up to date information in ICADV contact databases.
- Ensure accurate membership files.

ICADV is an equal opportunity employer.

Created: November 2018