



## Girls Rule, Chicago IL

<b>Job Title:</b>	<b>Administrative Assistant/Program Assistant</b>
<b>Position Type :</b>	Part-time
<b>Post Date:</b>	January 10, 2011
<b>Close Date:</b>	January 24, 2011
<b>Job Description</b>	
<b>Summary:</b> <ul style="list-style-type: none"><li>• Administrative Assistant should be proficient in Microsoft Office products, with excellent organizational, telephone and multitasking skills. Primary responsibilities include day to day administrative tasks of the organization and general support to the Director. Provides essential support and coordination for Girls Rule! programs as needed.</li></ul>	
<b>Essential Duties and Responsibilities:</b> <ul style="list-style-type: none"><li>• Attends regular meetings with Director and Program staff.</li><li>• Collects and maintains detailed records of all program activity for client reports.</li><li>• Provides program certificates and program packets.</li><li>• Works closely with the Director to support various aspects of marketing and communications initiatives.</li><li>• Coordinates organization's newsletter and outbound e-communication to all constituents (general public, partners, etc.)</li><li>• Prepare supply requisitions.</li><li>• Update mail/phone directories and make these available to staff.</li><li>• Make travel arrangements for Director and staff as requested.</li><li>• Manage calendars and schedule appointments.</li><li>• Screen incoming calls and E-mail correspondence and respond independently when possible.</li><li>• Make logistical arrangements for meetings and larger events.</li><li>• Prepare correspondence from dictation and email.</li><li>• Revise contracts and documents.</li><li>• Prepare a range of memos, reports, proposals, and other documents clearly.</li><li>• Log weekly reports submitted by staff , monitor timelines for submission and print reports for Director.</li><li>• Provide other administrative support to organization staff as needed.</li><li>• Handle all inquiries within capacity.</li><li>• Arrange "callbacks" to protect Director's time.</li><li>• Provide back-up materials for callbacks.</li><li>• Maintain media contact database.</li><li>• Maintain Volunteer Database for both local and national volunteers, add information of availability, type of services performed, update periodically.</li><li>• Track volunteer requests for office.</li></ul>	



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### **Skills/Qualifications:**

- Minimum 3 years experience in administrative services
- Excellent computer skills necessary: MS Word, MS Excel.
- Database maintenance and preparation experience preferred.
- Strong organizational, analytical, interpersonal, and oral/writing communication skills required.
- Ability to exercise sound judgment and to take responsibility for meeting deadlines, and to be a skilled problem solver.
- Knowledge of billing and HR systems and procedures preferred but not required.
- Strong attention to details are a must.
- Demonstrate responsiveness, tact, diplomacy and confidentiality in communications with external constituencies.
- Confidentiality: assure discreet handling of all business.

**Interested Candidates should submit a completed resume and cover letter to:**

[Resumes@girlz-Rule.org](mailto:Resumes@girlz-Rule.org)