



COMMUNITY FOUNDATION
OF NORTHERN ILLINOIS

CFNIL Job Opening

TITLE: Program & Administrative Assistant
DEPARTMENT: Administration
REPORTS TO: President
STATUS: Full-time, non-exempt

JOB SUMMARY:

Under the supervision of the President, the Program & Administrative Assistant provides administrative, operational, and clerical support to ensure that the Foundation effectively meets its goals and objectives. The Program & Administrative Assistant must have organizational and multi-tasking capabilities, an ability to work with minimal supervision, and be a team player. The position will also provide assistance to other departments as required, and the candidate should possess strong customer service skills. This position requires a blend of programmatic support and administrative proficiency to contribute to the organization's overall success.

MAJOR RESPONSIBILITIES:

1. Answer main phone and direct calls.
2. Process incoming mail, including opening, date stamping, routing, and recording checks.
3. Process outgoing mail.
4. Meeting scheduling including Zoom administration.
5. Event logistics, i.e. ordering food, room reservations, invitations, etc.
6. Board functions:
 - a. Keep track of committees and membership.
 - b. Schedule meetings.
 - c. Attend meetings and take minutes.
 - d. Maintain files, i.e. by-laws, policies, etc.
 - e. Maintain SharePoint and distribute materials to board members.
 - f. Understand Roberts Rules of Order and By-laws to assist with order.
7. Welcome and support visitors to the office.
8. Carry out administrative duties such as filing, typing, copying, binding, scanning, etc.
9. Make travel arrangements as required.
10. Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies, and expediting orders.
11. Maintain the foundation offices (officially known as the Marlowe Center).
 - a. Manage relationships with contractors that provide service.
 - b. Schedule repairs and maintenance as required.
 - c. Ensure that the external and internal appearance of the facility is maintained.
 - d. Ensure operation of equipment by completing preventive maintenance requirements, calling for repairs and maintaining equipment inventories.



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12. Maintain accurate fund and constituent records in database system.
13. Work closely with grants staff to support program-related administrative tasks, such as managing program documentation. Utilize GLM for grant application processes, including creating and revising applications, maintaining reviewer and applicant records, processing payments, assigning reporting responsibilities, and overseeing the grants screening process.
14. Serve as the main contact for grantees and community partners regarding grant applications and cycles.
15. Organize and participate in departmental meetings, events, training sessions, and workshops related to the program.

QUALIFICATIONS:

1. High school diploma or GED required.
2. 2-3 years of clerical, secretarial or office experience.
3. Proficient computer skills, including Microsoft Office.
4. Strong verbal and written communication skills.
5. Comfortable with routinely shifting demands.
6. High degree of attention to detail.
7. Data entry experience.

COMPENSATION AND BENEFITS:

The salary range for this position is \$40,000- \$45,000 but it may be adjusted upwards based upon experience. The foundation offers a competitive benefits package, including medical, dental, vision, and disability insurance as well as the ability to participate in an employer sponsored retirement program. As this position is full time, it will accrue time off benefits as well.

TO APPLY:

Email a cover letter and your resume to info@cfnil.org. No phone calls, please.

Community Foundation of Northern Illinois is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.