



## **ADMINISTRATIVE ASSISTANT**

Illinois Park & Recreation Association

**Contact Name:** Suzi Wirtz

**Contact E-mail:** suzi@ilpra.org

**Contact Phone:** 708-588-2280

**Closing Date:**

**Salary:** \$25-\$28/hour DOQ

### **Description:**

The Administrative Assistant is a part-time position (20-24 hours per week) and is an important part of the success of the association and maintaining the brand and reputation throughout the state of Illinois. Tasks may include office management, preparing minutes, coordinating contracts, assisting with projects from start to finish, correspondence, scheduling, travel/logistical planning, maintaining files, distributing mail, and more. Perform a wide range of administrative and office support activities to facilitate the efficient operation of the organization.

**Reports To:** Executive Director

### **Essential Duties and Responsibilities**

#### ***Customer Service***

1. Serve as main point of contact for phone calls, answering questions whenever possible and transferring calls as appropriate.
2. Be familiar with all IPRA programs and offerings.

#### ***Office Management***

1. Maintain office supply inventories.
2. Distribute incoming mail for all staff and coordinate outgoing mail.
3. Coordinate maintenance of office equipment.
4. Inventory and track storage inventory, utilizing the IPRA Paper Retention Policy.
5. Communicate with the building management and facility contracts related to building cleanliness, comfort, safety, or security of leased office space.

#### ***Support for Executive Director/Staff***

1. Assist Executive Director with administrative duties as requested.
2. Compile statistical information for Executive Director as requested.
3. Attend and engage in staff meetings.

4. Schedule and coordinate travel arrangements for Executive Director as requested.
5. Schedule appointments and use calendar invitations for committee meetings considering schedules for a group of people.
6. Book space at the facility and outside facilities for all meetings, in partnership with the Meetings Manager.
7. Draft correspondence, and draft/maintain progress reports as requested.
8. Assist Executive Director in preparing for Board meetings.
9. Performs clerical tasks: sorting, filing, collating, name badges and mailing.
10. Support other staff members on projects as needed.
11. Collaborate with the Communications & Marketing Director on the job board, both approving posts as needed and answering member calls/emails. Take the lead on sending job board emails to members as appropriate.
12. Occasionally take photographs at events and remind other staff to take photographs then follow up with them to get the photos back; maintain a file of the photos for marketing use.

### ***Board Support***

1. Maintain contact information for all board members.
2. Attend at all Board meetings, taking the official minutes of the Board meetings.
3. Assist Executive Director and Community Engagement Manager with election process, including scheduling meetings, candidate interviews, correspondence, etc.
4. Assist Executive Director with the Annual Business Meeting details prior to and on-site.
5. Assist Executive Director and Meetings Manager with the annual Board Orientation and Planning Retreats (venue, food, other logistics).
6. Contract/arrange for hotel rooms for board meetings, meeting space, travel, etc.
7. Arrange travel support for Chair to attend Parks Day at the State Capitol, IPRA Conference, and NRPA Conference as needed.
8. Assist in committee structure issues (call for volunteers, welcome letters, etc.) as directed.

### ***Foundation Board Support***

1. Maintain the master donor list.
2. Maintain contact information for all board members.
3. Prepare meeting schedules for the year.
4. Attendance at all Board meetings, taking the official minutes of the Board meetings.
5. Maintain lists of foundation board/committee rosters. Keep information up to date. Create outlook distribution email lists for other staff to utilize- keep these up to date.
6. Collaborate with Executive Director and volunteers on fundraising efforts.
7. Support the Communications & Marketing Director and volunteers as needed in planning the silent auction.
8. Support the volunteers on the scholarship application/review/approval process.
9. Maintain lists with the Finance Director of scholarship recipients annually.

### **Qualifications**

1. Bachelor's degree preferred or equivalent experience.
2. Prefer at least four years of administrative experience.
3. Experience working for a non-profit organization or association preferred.
4. Willingness to work occasionally outside of business hours.
5. Ability to travel for short business trips within Illinois.

### **Skills**

1. Highly organized and customer-service oriented.
2. Write professionally and accurately, with attention to detail and audience.
3. Trustworthy with highly confidential information.
4. Maintain professional demeanor/maintain high level of visibility with IPRA and IPRF Boards.
5. Accountable for completing tasks as assigned.
6. Positive attitude and support our mission.
7. Self-directed and work with limited supervision.
8. Experienced multi-tasker who can prioritize work under demands of short timelines.
9. Proficient with Word, Outlook, Excel, and PowerPoint, Teams and Zoom.
10. Return all calls and emails within 24 hours (1 business day).
11. Ability to work with a variety of people, think critically and solve problems.
12. Ability to grasp the big-picture consequences of individual decisions is essential.

### **Physical Demands**

While performing the duties of this job, the employee is regularly required to sit; use hands and fingers to handle or feel; talk and hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Visual work will be conducted on a computer monitor and use of keyboard with keyboard strokes.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. The noise level in the work environment is usually quiet with some outside noise distractions.

### **Other**

1. Attend and stay overnight at the Annual Conference for 5 nights in January - providing support for the onsite team.
2. Attend and may include overnight stays at Board meetings or special events.
3. May be called upon to assist with special projects and assume responsibility for the development, administration, and promotion of specific projects, as required.
4. Assist in awards process, ordering plaques, coordinating attendance, etc.
5. Perform other duties as assigned.
6. Hours for this position are Tuesday through Thursday 9 am to 5 pm, working on site at the staff office.
7. Pursue ongoing professional development opportunities, collaborating with the Executive Director to ensure costs are within budget.