



Position:

Office Assistant, Part-Time

Vision and Mission:

The Chicago Loop is a global center and world class destination for business, creativity and intellectual pursuits. Chicago Loop Alliance (CLA) creates, promotes, and manages an urban experience that attracts people and investment. CLA secures this vision through planning & advocacy, enhanced services, research, activation of public spaces, and economic development.

Reports to: Director of Finance & Operations

Job Summary

The Office Assistant, under general supervision, performs routine reception duties and provides day-to-day administrative support a to CLA staff, with a primary focus on Finance, Operations and Membership.

Responsibilities:

- Provide front desk and phone coverage, greeting visitors, handling routine inquiries and directing calls as necessary
- Maintains files, reports and records and processes general departmental paperwork
- Performs data entry tasks to record and update information
- Oversees CLA's public calendar and assist with meeting/appointment scheduling
- Acts as point person for errands and office supply inventory
- Provide excellent customer service for CLA stakeholders and Members

Qualifications:

- Undergraduate or recent graduate preferred in Non-Profit Management, Communications, Business or related fields
- Highly organized and detail oriented

- Excellent interpersonal skills both in person and by phone, with high professionalism and customer service
- Proficient in using the latest versions of Microsoft Outlook, Word, Excel, PowerPoint, and mail merges
- Demonstrated ability managing multiple tasks in an environment with frequent interruptions, changing priorities and tight operating deadlines
- Demonstrated ability to be proactive and resourceful
- Experience with membership organizations and/or community outreach preferred
- Database experience preferred
- Event experience preferred
- Good sense of humor
- Physically capable of walking and light lifting
- Availability of 24 hours/3 days per week (schedule to be mutually agreed upon)
- Ability to work some early morning and evening events

Compensation:

\$15.00 per hour

To Apply & Timeline:

Send cover letter and resume titled: Office Assistant to resumes@chicagoloopalliance.com. Applications accepted until filled (no phone inquiries please). Start date to be determined.

For additional information about Chicago Loop Alliance visit <http://loopchicago.com/>