



Administrative Assistant Family Advocacy in Champaign County

Family Advocacy is on a mission to develop, maintain, and support holistic, accessible, culturally responsive resources and advocacy services for the purpose of preserving families, enriching lives, and strengthening family and community resilience. To meet these goals, the agency seeks an experienced and personable Administrative Assistant to join our staff team.

The ideal candidate will: have strong interpersonal skills; be task oriented; have ability to work independently and exercise judgment in analyzing and investigating questions or problems; be skilled in communicating effectively both verbally and in writing; have exceptional organizational skills and the ability to analyze and develop office guidelines, procedures and systems; and importantly, be an avid team player.

Qualifications

The Administrative Assistant (AA) will have an Associate's Degree in an appropriate field from an accredited college or university, with at least 2-3 years experience in a related position. Alternatively, s/he will come highly recommended for having extensive experience and success in administrative and office settings. The ideal candidate will have most, if not all, of the following characteristics and competencies:

Administration: The Administrative Assistant establishes and maintains a system of tracking and reporting on agency administrative and programmatic responsibilities. S/He is responsible for the coordination, preparation and retention of essential, operational, fiscal and other records and reports. S/He maintains a central staff calendar, schedules meetings and appointments, sorts and distributes mail, anticipates and responds to detailed office support needs, and performs tasks that require knowledge of and ability to operate a variety of office equipment including computer systems utilizing various office software packages.

Fundraising: The Administrative Assistant will assist with fundraising efforts and events to ensure the continued growth and operation of the agency. In the coming years, a significant portion of Family Advocacy's income is expected to come from an array of external funding sources.

Strong Cultural Competencies: The Administrative Assistant must be able to *reach* across culturally diverse constituencies and systems to assist in advocating for *and with* traditionally underserved families and youth. At Family Advocacy, we embrace and demonstrate a strong commitment to social justice, cultural competence, and community engagement.

Excellent Interpersonal and Communication Skills: The Administrative Assistant will have strong verbal and written skills and the ability to apply them as they interface with individuals, families, and public institutions (e.g. child welfare, juvenile justice, education, public health, social service, municipal/county governments, and funders) on our behalf. S/He will have thorough knowledge of spelling and grammar, punctuation, and sentence and paragraph structure and formatting. The AA proofreads and corrects documents, transcribes and/or records material in draft form, composes correspondence and brief narrative reports with responsibility for accurately stating factual information gathered from a number of sources, and importantly—often as the first “face” of Family Advocacy—receives visitors and answers, screens and relays calls and messages. The AA demonstrates a strong commitment to professional development.

Quality Improvement and Program Evaluation: The Administrative Assistant must be able to work effectively with program evaluators and research teams for the purpose of assessing agency program outcomes.

Passion for the Mission: All staff must have a passion for the vision and mission of the agency and the willingness to model our philosophy in their everyday interactions with clients, partners, officials, and the public.

Compensation and Benefits

Family Advocacy offers a competitive salary and benefits package commensurate with experience. Family Advocacy positions are ranked: Entry Level; Mid-Level; or Supervisory; depending upon applicant experience and position openings.

Application

Those interested in applying for the Administrative Assistant position should submit a letter of interest, resume, and list of three references by Monday, October 4, 2010 to:

Administrative Assistant Screening Committee
Family Advocacy in Champaign County
310 W. Church Street
Champaign, IL 61820

Successful candidates must pass drug screening, and state and federal background checks.