

CAREER OPPORTUNITY

Title: Administrative Assistant

FSLA: Exempt Full-time

Location: 402 N. St. Louis Avenue Chicago, IL 60624

We Are Breakthrough-Adult Service Network

We are intentional about treating every person in need with dignity and respect, so they receive much more than a bed to sleep in—they receive the tools necessary to achieve self-sufficiency. Breakthrough's men's and women's transitional housing shelters first aim to meet immediate needs of food and shelter through our kitchens, on-site laundry and showers. Guests then receive on-site primary and mental health care, employment training, and housing search assistance and placement.

Position Summary:

The Administrative Assistant's primary responsibility will be to help the ASN team secure quality linkages through acquisition and coordination of resources across ASN programs while providing improved efficiency and structure in administrative tasks of the team.

- Develop, manage and maintain current inventories of resources dedicated to assisting participants and community members in moving from crisis to stability
- Work collaboratively with community and government resource agencies and maintain current knowledge of available resources.
- Act as ASN Liaison to Breakthrough's Administrative team regarding daily operations, and financial forms.
- Manage program data-tracking including "ECM-Salesforce" system.
- Participate with ASN team and Grant writer in reviewing program grants for reporting purposes.
- Manage departmental program scorecards that track progress on key success metrics.
- Create, maintain and develop the ASN program calendar and newsletter.
- Create and coordinate departmental calendars, mailings, flyers and registration systems.
- Work with team to improve departmental documentation (including manuals and methodology)
- Assist Chief Program Officer with general administrative tasks including scheduling, purchasing, reimbursements and communication.
- Attend team meetings, compile and distribute minutes with a focus on "tasks and commitments".
- Support team in planning and implementation of special events.



402 N. St. Louis Ave. Chicago, IL 60624 PHONE: (773) 722-1144
FAX: (773) 722-1434 www.breakthrough.org

Educational/Experience Requirements

Bachelor's degree or comparable technical degree/certificate. Minimum of 1-3 related experience; preferably in an administrative capacity. Must have a demonstrated knowledge and experience in the area of office, business administration, and management. Previous experience in inner city communities or knowledge of pertinent cultural realities that impact those we serve.

Compensation/Benefits:

In exchange for the above, we offer competitive wages and a comprehensive benefit package including: paid time off, group benefits, free fitness center membership, employee discounts and more.

To Apply:

Send/email/fax cover letter and resume to: Breakthrough Urban Ministries

Attn: H.R. 402 N. St. Louis Avenue Chicago, IL 60624

E: yfields@breakthrough.org Fax: (773) 722-1434

We regret that we cannot take phone calls regarding this position. Breakthrough is an Equal Opportunity Employer.

All qualified candidates will receive consideration without regard to race, color, sex, national origin, age, disability, marital status, veteran status, political affiliation, sexual orientation, or any other non-merit factors. If a reasonable accommodation is needed for any part of the application and hiring process, please contact us via the telephone number listed above. The decision on granting reasonable accommodation will be on a case-by-case basis.