

**Chicago Alliance Against Sexual Exploitation
Administrative Associate**



Function: The Administrative Associate primarily performs administrative and support tasks related to the functionality of the organization. This position spends approximately 50% of their time on office administration duties and 50% directly supporting various departments through administrative support. This position is supervised by the Operations Director, and provides support to the Executive Director, Legal Director, and Operations department.

Responsibilities:

Office Administration:

- Serving as the first point of contact for office guests, physical mail, and emails to the general CAASE inbox. Responding to emails when possible, or directing them to the appropriate staff person.
- Serving as the point person for communication with the office building, including managing maintenance requests with building engineers and coordinating with security to grant access to guests of CAASE.
- Assisting with researching and writing operating procedures, as well as creating and maintaining processes and systems.
- Acting as a resource for employees, interns and volunteers regarding supplies and use of office equipment, including ordering supplies.
- Supporting the management of all information technology, specifically working with our technology consultant to ensure that all computer systems are functioning properly.
- Supporting the coordination of staff events, meetings and training; including reserving conference rooms and taking meeting notes.

Team Support and Special Projects:

- Providing secretarial support to Legal Director and Executive Director, and assisting with projects as assigned.
- Assisting Development department with data management, donor relations, planning and execution of special events, and maintaining volunteer database.
- Providing financial support to the Operations Director - logging income, documenting revenue and expenses, assisting with annual audit, and generating financial documents.
- Providing other administrative support and assisting with projects as assigned by the Operations Director.

Status: Full Time. Non-exempt.

Reports to: Operations Director

Education & Experience:

- Bachelor's Degree or high school diploma with at least three years of previous administrative experience in an office setting.
- Intermediate skill level in Microsoft Word, Excel, PowerPoint, and Google Suite required, and ability to learn new systems.
- The ideal applicant will have prior experience in bookkeeping and managing databases, specifically experienced in eTapestry and Quickbooks.

Qualifications:

- Exceptional organization skills and strong attention to detail required.
- Ability to analyze and synthesize data and present it clearly.
- Must be adaptable and able to understand and prioritize multiple tasks, as well as able to work independently and with various teams of colleagues.
- Commitment to ending the perpetration of sexual exploitation in Chicago and Illinois.
- Commitment to feminist principles.

Organization Values: CAASE is a feminist organization, committed to ending all forms of sexual exploitation including specifically sexual assault and prostitution. CAASE is opposed to all forms and manifestations of inequality, including but not limited to those based in race, sexual orientation, and gender. CAASE does not discriminate against job applicants or employees on the basis of race, color, age, order of protection status, physical or mental disability, national origin, religion, sex, sexual orientation, gender identity, national origin, ancestry, marital status, military status, or unfavorable discharge from military services. CAASE supports a woman's full access to reproductive health information and services.

Salary and Benefits: CAASE provides a competitive benefits package, including health and dental insurance and paid time off. Salary mid forties, negotiable depending on experience.

Application Instructions: To apply, send a cover letter highlighting your administrative experience and a resume by email to Jenny Dawson, jdawson@caase.org. No phone calls please.