



Growing Home, Inc.

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www.growinghomeinc.org
(773) 549-1336

Position: Administrative Assistant

Reports To: Associate Director

Position Purpose: The Administrative Assistant for the Clark Street office of Growing Home provides administrative, clerical, and customer service support to Growing Home's executive and fundraising staff, including the Executive Director, Associate Director, Development Director, and Development Associate; the Administrative Assistant will work closely with the Rural Farm Manager, and will be responsible for the administrative, clerical, and customer service support of Growing Home's community supported agriculture (CSA) program. In addition, the Administrative Assistant supports the Associate Director in coordinating communication between departments.

Growing Home, Inc. is a Chicago-based nonprofit with a mission to operate, promote, and demonstrate the use of organic agriculture as a vehicle of job training, employment, and community development. The administrative office at Clark Street is responsible for the fundraising and management of the Employment Training, Urban Farming, Rural Farming, Outreach, and Special Projects departments.

Responsibilities

- Reception-related duties, including answering and screening calls, responding to and appropriately forwarding emails and media inquiries
- Assist with correspondence, preparation of reports, and managing incoming and outgoing mail
- Scheduling appointments and meetings and coordinating logistics for meeting space and catering
- Maintaining contact databases and assuring appropriate coordination across platforms (Entourage, Constant Contact, Salesforce.com, etc.)
- Light accounting: assisting book-keeper and Executive Director in paying bills, filing and organizing accounts receivable and accounts payable, tracking credit card use, and managing staff expense reports
- Basic office support tasks, including placing orders, making copies, filing, ordering office supplies, and maintaining general office organization and cleanliness; taking minutes
- Assist with special projects as needed for event planning, fundraising, outreach, farm tours, and workshops
- Provide administrative and clerical support for Growing Home's community supported agriculture program; work collaboratively with farm staff weekly through the growing season to ensure high-quality customer service

Qualifications

- Bachelor's or Associate's degree in related field preferred
- Ability to work some evenings and weekends for outreach and special events
- Demonstrated experience performing administrative duties in a non-profit/social service setting with a proven track record of excellence in organization, time management, prioritization, and ability to follow written and oral instruction
- Proficiency in Microsoft Office Suite (including Excel and PowerPoint) as well as using and maintaining standard office equipment; comfort with Apple computers and products
- Proficiency in Adobe Creative Suite preferred
- Valid Illinois driver's license and excellent driving record preferred
- Excellent verbal and written communication skills
- Work responsibly/ethically with sensitive and confidential records
- Commitment to Growing Home's mission and target population

Compensation:

- Salary commensurate with experience and position
- Enrollment in Growing Home's medical and dental insurance programs
- Paid vacation days based on length of time worked
- Paid holiday vacation
- Limited number of paid sick days

To Apply: To apply, email a resume with references and cover letter addressed to Rebekah Silverman, Associate Director, to jobs@growinghomeinc.org. No phone calls please.

Growing Home, Inc. is committed to the principle of equal opportunity in education and employment and does not discriminate against individuals on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, or national or ethnic origin.