



QUINN CENTER  
OF SAINT EULALIA

**Mission**

*To strengthen a diverse Proviso Township community through collaborative initiatives that promote health, resilience, education and human connection for all generations.*

**JOB DESCRIPTION**

**POSITION: Administrative Assistant**

Reports to: Assistant Program Director  
FLSA: Part-time, benefits ineligible  
Posted: May 2024  
Updated: May 2024

**About the Quinn Center of St. Eulalia:** The Quinn Center provides quality programming for youth, teenagers, families, and seniors across Proviso Township. Flagship programs include a weekly community soup kitchen, a summer program for youth and teens, an after-school tutoring and enrichment program, as well as senior and caregiver groups. Quinn Center’s programming is a result of the hard work of a small, dedicated team of staff as well as an extensive network of volunteers, interns, and community partners.

**Position Summary:** The position of Administrative Assistant enhances the success of the Quinn Center’s mission by engaging with team members as support across the organization. The ideal candidate will serve in a dynamic role focused on event coordination, communication and administrative support. This individual must also possess the qualities/attitude to uphold a teamwork approach with colleagues across the organization.

**Roles and Responsibilities**

- Supports the planning, preparation and execution of events, as assigned by the Program Director.
- Coordinates, supports, and manages volunteers for assigned programs and events.
- Assists with event scheduling, speaker/guest coordination, program planning/preparation/execution.
- Provides administrative support such as note taking, calendar management, and project coordination.
- Answers phone calls, schedules meetings and supports visitors and patrons of the Quinn Center.
- Works alongside Assistant Program Director/Program Director to provide reports to Executive Director
- Other duties as assigned by Quinn Center Assistant Program Director/Program Director

**Required skills and traits**

- Comfortable working with people of all ages and from diverse backgrounds
- Ability to maintain and organize accurate records, pay attention to detail, and keep confidentiality
- Proven record of proactive problem solving and high degree of flexibility and creativity
- Experience with Google Suite email and document management and Microsoft Word Skills
- Duties will regularly require sitting for more than 50% of the work day
- Bi-lingual in English and Spanish, *preferred*

**Required training and background checks** (will be included in site training)

- All Archdiocese of Chicago employment requirements including, but not limited to: Virtus Training, Criminal Background Check, Child Abuse and Neglect Background check, Mandated Reporter Training

**Time Commitment:**

- Total of 20-25 hours per week; daytime/evening hours with occasional weekends
- This is a part-time, benefits ineligible position

**Location:**

- On-site at the Quinn Center facility in Maywood

**Compensation:**

- \$15 to \$17 per hour, commensurate with experience

**Equal Opportunity Statement:**

*The Quinn Center of St. Eulalia prohibits discrimination based upon race, color, sex, gender, sexual orientation, age, marital status, religion, creed, national origin, veteran status or physical or mental disability, or any other legally protected status. These prohibitions are required by federal and/or state law and this reaffirmation is not intended to create any contractual rights or remedies or alter the administrative requirements or limitation periods of the state or federal laws.*

*As a ministry of Sacred Heart and St. Eulalia, the Quinn Center of St. Eulalia is a faith-based organization. However, individuals of all or no faith backgrounds are welcome and encouraged to participate at the level with which they feel comfortable.*

*In keeping with our commitment to Equal Employment Opportunity, the Quinn Center of St. Eulalia will make every effort to provide all with an environment that is free from harassment. All complaints of harassment will be promptly and thoroughly investigated. Employees who engage in harassment as defined above may be subject to disciplinary action, up to and including termination.*