



QUINN CENTER
OF SAINT EULALIA

Mission

To partner with the people of Proviso to build an inclusive culture of justice, health, and peace through intentional action

JOB DESCRIPTION

POSITION: Administrative Assistant

Reports to: Executive Director/Program Director
FLSA: Part-time, Non-exempt
Posted: December 2022

Open until filled; up to two positions available

About the Quinn Center of St. Eulalia: The Quinn Center is a beacon of hope in Proviso Township providing quality programming for youth, teenagers, families, and seniors. 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. The Quinn Center also hosts a Thanksgiving food box distribution for about 800 families and an annual Christmas event. These programs and events are offered through 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 is vital to the ongoing operational success of the Quinn Center team. The ideal candidate will serve in a supportive and dynamic role in our office. This individual is responsible for providing support to our employees, assisting in daily office needs and managing general administrative activities. This individual must also possess the qualities and attitude to uphold a teamwork approach with the rest of the staff.

Roles and Responsibilities

- Provides administrative support to ensure efficient operation of the Quinn Center office.
- Answers phone calls, schedules meetings and supports visitors and patrons of Quinn Center.
- Carries out administrative duties such as filing, typing, copying, binding, scanning, etc.
- Exhibits polite and professional communication via phone, e-mail, and mail.
- Supports the team by performing tasks related to organization and strong communication.
- Maintains office supplies inventory by checking stock, managing inventory level, & anticipating needs.
- Coordinating deliveries from vendors and donors, along with the Building Maintenance Technician.
- Act as the point of contact for internal staff and external visitors.
- Other duties as assigned by Quinn Center Executive Director and/or Program Director

Required skills and traits

- 2 years of administrative assistant experience, preferred
- Valid driver's license and current automobile insurance, preferred
- Bi-lingual in English and Spanish, preferred
- Experience with Google Suite email and document management and Microsoft Word Skills
- Proven record of proactive problem solving to ensure successful operations
- Duties will regularly require sitting for more than 50% of the work day
- Comfortable working with people of all ages and from diverse backgrounds
- Good listening skills with a desire to learn from others' experiences
- High degree of flexibility and creativity

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:

- Daytime and evening hours with occasional weekends
- Estimated up to 16 hours per week
- This is a part-time position



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JOB DESCRIPTION

Continued

POSITION: ADMINISTRATIVE ASSISTANT

Location:

- On-site at the Quinn Center facility in Maywood

Compensation:

- \$15 per hour

TO APPLY: Please email your resume and cover letter to office@quinncenter.org

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.