

**JOB ANNOUNCEMENT**

**Administrative Assistant (Part-Time)**

**Basic Functions:** The Administrative Assistant is responsible for general clerical and administrative support and coordinating the day-to-day operations of the Site in accordance with the prescribed framework, funding parameters, philosophy, policies and procedures of Trinity United Church of Christ Child Care Center, Inc.

**Requirements:** This position requires an Associate’s Degree plus two (2) years of related experience. The incumbent must be able to operate general office equipment, type 55 wpm or higher, utilize various software programs such as MS Word, Excel, PowerPoint and Publisher and produce lengthy error free documents. The incumbent must be able to read, analyze and interpret legal documents, respond to common inquiries or complaints from clients, funders, regulatory agencies or members of the business community. The incumbent must be able to write well-organized and accurate reports, speak effectively before groups, staff and management, use basic math skills, solve practical problems and interpret instructions as well as travel between locations, training sites and partner sites.

**Work Schedule:** The Teacher shall generally work twenty (20) hours each week in accordance with the schedule personally arranged, and mutually agreed to by the Supervisor.

**Working Conditions:** This position requires the Administrative Assistant to work in a clean, well-lit area. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 20 pounds. The employee must be able to occasionally lift 20 pounds overhead and 40 pounds from waist to shoulder. The employee frequently lifts and/or moves up to 40 pounds, and occasionally lifts 50 pounds from floor to waist. The employee must be able to push/pull up to 50 pounds horizontally. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**How to apply:**

Qualified applicants submit resume to Ebony D. Only by March 15, 2017

Email: edonly@trinitychicago.org

Fax: 773-966-1718

NO PHONE CALLS and NO AGENCIES

**Job Description Disclaimer:** The statements in this job description are intended to describe the essential/non-essential nature and level of work performed by Trinity UCC Child Care Centers, Inc., staff assigned to this job. They are not intended to be an exhaustive list of all duties and responsibilities, as other duties and responsibilities may be assigned.

**Confidentiality:** Confidentiality is a condition of employment. Discretion is a condition of employment. At all times, staff members are to respect the privacy of information about others. Violation of the Code of Confidentiality can result in immediate termination of employment.