



Administration and Operations Specialist – Part time

Background: CCL’s vision is a community where everyone thrives. Too often resource and economic opportunity limit participants’ choices and capacity to achieve their goals and vision. CCL partners with those held back by lack of resource and economic opportunity in order to uncover possibilities, overcome barriers, and realize their potential. Partnership takes many forms: coaching, training and educating, and coalition building, advocacy and organizing are the primary ways that goals and potential are realized.

In order to support others as they mobilize the resources and economic opportunity to achieve their vision for their life, CCL’s administrative team advances organizational efforts to assure excellence, capacity and accountability. The administrative team, inclusive of the Administration and Operations Specialist, provides the necessary infrastructure to grow and sustain organizational collective impact, while advancing and honoring CCL’s values and unique organizational culture. The Administration and Operations Specialist is a critical member of CCL team and manages resources in order to achieve the organization’s mission.

Position Overview: The Administration and Operations Specialist has two primary functions: First, to create an environment, through process, system and structure that ensures community is built, resources are shared, and the delivery of service across programs occurs smoothly in an environment conducive to clients and staff working together to achieve goals in a partnership.

Areas of Work:

- Oversee administrative and operational functions and processes of the organization including property/facility management, safety of the work environment, human resources, information technology, management of the office space.
- Create, maintain, and manage hiring systems and procedures
- Ensure that office infrastructure is in place and working properly
- Make travel arrangements; prepares itineraries; prepares, compiles, and maintains travel vouchers and records.
- Ensure the maintenance of document filing, retention and destruction policies are met
- Maintains office supplies, personnel records, filing system and office inventory of office equipment.
- Manage supply and equipment inventories, inclusive of all purchasing for agency
- Address weekly administrative and organizational tasks
- Monitor all organizational policy, legislation, and regulations relevant to the organization (employment standards, occupational health and safety, human rights, etc.) to ensure that the organization is compliant and risk is managed.
- Update, maintain, operationalize, and enforce organizational policies and procedures
- Provide regular policy and procedure trainings
- Support the bookkeeper and comptroller address and meet financial commitments.
- Post office package drop-off and retrieval.
- Updating and uploading basic information to our website and social media accounts
- Other operational and administrative tasks as determined appropriate by supervisors
- Interface with Program Director and staff

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**Working Conditions:**

The position requires flexibility in schedule, duties, or unexpected events/circumstances that may occur, so tasks not specified here may be required to successfully execute the position and may be asked upon by Administration. Evenings and weekends and off-site work are required. The schedule is flexible and is subject to the needs of the program and staff. This position is supervised by CCL's Executive Director.

Successful Candidate Will Demonstrate:

- Passion for CCL's vision, mission and values (innovation, poder, economic justice, solidarity, accountability)
- Strengths around creativity, resourcefulness, problem solving, persistence and self-reflection
- Proclivity to risk-taking and a willingness to fail, learn and adapt
- Openness to regular, 360 degree feedback and an environment of mutual accountability
- Ability to engage a diverse community of people
- Commitment to confidentiality and professionalism

Required Qualifications:

- High level of digital/technological competencies, inclusive of proficiency in MS Office Suite (Word, Excel, PowerPoint), and web-based applications and databases
- Excellent communication, organizational, writing and proofreading skills
- Capacity to balance multiple tasks, prioritize work, meet deadlines and work independently
- Excellent interpersonal, organization & team-building skills
- Excellent conceptualization, problem-solving & project leadership and management skills

Preferred Qualifications:

- A bachelor's degree in business, human resources, management or accounting or equivalent experience (4+ years of administrative support) preferred. Bilingual (Spanish/English) skills
- 2 years of office management or financial management experience, preferably with non-profits
- Training in Employment Standards, Occupational Health and Safety, and Human Resources

Accountability: The Manager of Administration is mutually accountable to CCL's administrative team; is supervised by the Executive Director, and interfaces with the CCL staff on matters of financial standing; operational statuses; personnel issues and changes; vendor relations and resource management related to the organization and its programs.

Pay and Benefits: This is a part-time position (20 hours a week) with pay rate dependent upon experience.

To Apply: Interested parties may e-mail their cover letter and resume to Pamela Izvanariu, Executive Director, at pamela@cclconnect.org. No calls please.

CCL is an Equal Opportunity Employer. The position will remain open until filled.

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