



OFFICE ADMINISTRATOR

Dated: August 2023

Send resume to recruiting@gripyouth.com

Description of Organization

GRIP Outreach For Youth is a Christian 501(c)3 non-profit organization founded in 2004 with a mission to invest in the lives of Chicago's youth through Christ-centered, Life-on-Life relationships. We currently have 19 staff working to train, equip, and mobilize 300 volunteers annually to mentor and walk life with over 500 teens in Chicago.

Position Summary

Reporting to the Director of Operations, the Office Administrator supports GRIP's operations by providing administrative support to the Admin, Development, and Programming areas of the organization. This role also ensures that the GRIP office is a safe, clean place for staff to work and for volunteers, students, and visitors to visit.

Major Areas of Responsibility

- Develop and implement office procedures and systems
- Define a filing system for the retention, protection, retrieval, and disposal of records
- Support the Finance Manager by helping with bookkeeping entries into eTapestry, managing the entry of donations and processing of donation receipts
- Support the donation process, picking up mail and copying and filing all donations
- Support the Finance Manager by helping organize and enter expense receipts
- Provide administrative support to the Development Team for donor events and donor meetings
- Support the Programming Team with data entry, preparation of SLAM documents, and event logistics
- Support the Programming Team with managing all documents and activities related to the volunteer assimilation process
- Take notes during team meetings
- Manage all office inventory and purchase office supplies and equipment as needed
- Coordinate with IT support providers on the maintenance of all office equipment
- Maintain the office condition and arrange necessary repairs and cleaning
- Communicate with landlord and building management staff
- Coordinate with vendors
- Answer phones and greet visitors with hospitality
- Assist in the planning of meetings and special events
- Attend appropriate Programs and Development engagements

Qualifications and Professional Experience

- 3-5 years of professional work experience
- Bachelor's degree preferred
- Office management and/or bookkeeping experience a plus
- Exceptional written and oral communication skills
- Well organized self-starter who has the ability to manage several projects at once
- Demonstrated ability to perform as an effective member of a team
- Microsoft Office proficiency required
- Servant leader who joyfully supports others
- Living within the Chicago city-limits is preferred