



mary crane CENTER

**Part Time
Administrative Assistant**
2905 N Leavitt St., Chicago, Illinois 60618

Position Summary:

The Administrative Assistant performs specialized administrative and record keeping work for the Center, coordinating office services, performing assigned administrative functions to support routine and standardized tasks at the site in order to implement agency objectives.

Responsibilities:

- Greets all visitors and respond to inquiries in a professional, timely and courteous manner.
- Handles the requirements for record-keeping for all programs at the Center.
- Assists the Site Director in monitoring budgets.
- Prepares written correspondence and project materials.
- Monitors visitor access and maintain security awareness for the safety of our children.
- Assists the Site Director in essential communications with parents and families, staff, administrative and regulatory personnel.
- Participates in family reviews, initiates follow-up, and establishes positive, professional relationships with families served.
- Other duties as assigned.

Mandatory Job Qualifications:

High School or G.E.D

And/or

Associate Degree in a related field.

And

At least one year of administrative experience.

Benefits: Mary Crane Center offers its employees competitive Benefits.

How to Apply: Please forward resume to Beth Rivera brivera@marycrane.org or Fax 773-242-2881.

AN EQUAL OPPORTUNITY EMPLOYER

Visit our website: www.marycrane.org