



Administrative Assistant

Illinois Collaboration on Youth is seeking one full-time Administrative Assistant whose responsibilities will be divided between administrative duties and note/minute-taking. This includes capturing thorough and accurate notes in meetings and drafting minutes for the Illinois Juvenile Justice Commission (IJJC) and the Juvenile Redeploy Illinois Oversight Board to ensure compliance with the Open Meetings Act is maintained.

Essential Duties and Responsibilities:

Administrative Support

- Assist Director of Operations with scanning and filing vendor contracts and subcontracts.
- Collect receipts for monthly credit card transactions and provide transaction details on the credit card tracking log for the Director of Operations.
- File Illinois Lobbyist expenditure reports on a semi-monthly schedule and upload the report to SharePoint.
- Sort and distribute mail, accept orders for office supplies from staff and order as directed, make conference room reservations, and provide copying as needed.
- Compile invoices and check requests for the weekly Accounts Payable batch (AP Batch) and upload to the shared drive. Respond to any queries the finance team may have related to the batch. Create and provide the AP Batch “hot list” for CEO.
- Collect timesheets from staff and check SharePoint to ensure all timesheets are uploaded and available for Director of Operations and finance team. Quarterly timesheet tracking and reconciliation is also required.
- Update staff directory and birthday list as needed.
- Assemble cash disbursements and file numerically.
- Periodically assist with food catering, travel arrangements, or conference reservations for staff or commission members.
- Assist with special projects as needed.

Notes & Minutes

- Taking thorough notes that accurately reflect the decisions and discussion that took place during the meeting, including noting any action items.
- For the Illinois Juvenile Justice Commission & Juvenile Redeploy Board-Using the notes from the meeting, draft formal meeting minutes that meet the stylistic requirements and comply with the Open Meetings Act.
- Distributing the minutes to all relevant parties including the Juvenile Justice Managers, Prevention Intervention Managers, and appropriate DHS (Department of Human Services) staff in a timely manner, within 2 weeks of the meeting.
- Ensuring that both notes and minutes are filed/stored appropriately, in an organized manner.
- Schedule, invite, and manage Redeploy Illinois board committee meetings.

Preferred Qualifications:

The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Knowledge of computers, including proficiency in Microsoft Office applications, Salesforce and the Internet
- Education: Associates Degree required plus 3-5 years relevant experience.
- Experience with monitoring meetings under Open Meetings Act (OMA) (5 ILCS 120/1) requirements preferred.
- Communication and Collaboration: An Administrative Assistant must collaborate with other administrators and support personnel, management, and clients on a regular basis.

- **Organizational skills:** Organization and prioritization are the core elements of the Administrative Assistant's responsibilities. You must know how to keep yourself and others organized and how to determine which tasks are the most important.
- **Writing:** Spelling, punctuation, sentence structure and writing are essential to an Administrative Assistant, who must be proficient in a variety of styles, from creative to professional to technical to education and more.
- Candidate should be able to type between 45 and 60 words per minute.

Compensation:

\$35,000 - \$39,000 depending on years of experience and qualification. ICOY offers competitive benefits, including health, dental, and disability insurance, sick and vacation time, and a retirement plan with employer matching contributions.

Location:

This position is located at ICOY's Chicago office located in the loop. Travel is not required for this position. At this moment, we have a hybrid work policy and require staff to work in the office two days a week. This position requires one of those work days to be a Thursday.

Starting Date:

Week of August 15th

Application Instructions:

Please submit a resume, coverletter to Denail Timms, Director of Operations, at dtimms@icoyouth.org by close of business on Monday, August 1st.

ICOY is an equal opportunity employer and does not discriminate on the basis of sexual orientation, gender identity or expression, race, color, religion, national origin, sex, age, marital status, disability, personal appearance, family responsibility, political affiliation or any other status protected by applicable law. Women, transgender people, veterans and people of color are encouraged to apply.