



Administrative Coordinator-Prevention and Intervention

Job Description

ICOY (Illinois Collaboration on Youth) works to provide training and support to organizations that serve marginalized populations. We stand between funders and grantees and work to support each side to maximize their efficiency in serving the youth and families of the state of Illinois. We specifically support grantees that are funded by IDHS (Illinois Department of Human Services) by advocating for their needs while at the same time, keeping them accountable to the outcomes specified in their contracts. ICOY is seeking one full-time Administrative Coordinator to support the Prevention and Intervention Team with meeting coordination, note/minute-taking and overall programmatic support. This position will provide support across multiple contracts with sites funded by IDHS.

Specific Responsibilities

Note/ Minute Taking

- Support ICOY Prevention and Intervention Managers by taking notes during scheduled Management meetings, learning communities, work groups and Advisory Board meetings.
- Support ICOY Prevention and Intervention Managers by taking accurate minutes during board meetings including but not limited to Redeploy Illinois Executive Board, IJJC Executive Committee, IJJC Planning and Grants Committee, IJJC Youth Advisory Board and IJJC Compliance Committee
- Distribute minutes to all relevant parties for approval within required time determined by Illinois Open Meetings Act
- Ensure that both notes and minutes are filed correctly.
- Responsible for uploading notes and minutes to the respective websites if required by Illinois Open Meetings Act.

Meeting Facilitation/ Coordination

- Support P&I Managers with scheduling of various meetings across contracts to ensure that meeting overlap does not occur.
- Support P&I Managers by helping to set up virtual quarterly zoom meetings.
 - Manage online registration, support with breakout rooms, help create zoom surveys, monitor questions presented in the chat
- Support P&I Managers with in-person meeting facilitation



- Determine meeting location, support with creating handouts, registration table setup, and takedown. Support with ordering food and making hotel reservations when necessary.
 - Input appropriate data into Salesforce
- Site Visit Coordination
 - Support Team members with coordinating travel during in-person site visits.
 - Attend in-person site visits when needed.

Additional Administrative Responsibilities

- **Identify opportunities for synergy between DHS contracts.** Sometimes contracts are working to support similar initiatives. We need to have the ability to recognize these similarities and work to collaborate when possible.
- **Build collaborative relationships with DHS Administrators and site managers across the state of Illinois.** We work with multiple DHS administrators who oversee the contracts we support. We need to have the willingness and ability to connect with them to effectively communicate what sites need.
- **Ability to think critically and creatively navigate challenges that arise during meetings.**
- Other duties as assigned

Required Education, Skills, and Experience

Education

- Minimum High School Diploma
- **Decision-making:** Administrative Assistants must make independent decisions daily, addressing the best way to handle specific tasks.
- **Communications 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 in each list.
- **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.
- Candidates should be able to type between 45 and 60 words per minute.

Salary Range

\$45,000- \$48,000



Illinois
Collaboration
on Youth

ICOY Benefits

- At least one fully covered medical plan for full-time individuals.
- Tuition reimbursement
- Hybrid Work Environment
- Parental leave
- 403B Retirement plan which includes a matching contribution of 25% up to 6% of income
- 12 Paid Holidays and one full week off between 12/23 and 1/3
- 4-week paid sabbatical after 6 years of employment
- Discretionary Summer Hours

ICOY strongly encourages all employees to be vaccinated against COVID 19 and other communicable diseases.