



GROWING HOME

...

Executive Support & Administrative Assistant (ESAA)

Growing Home, Inc. is a non-profit social enterprise that provides job training for low-income individuals in Chicago through organic agriculture. Our program provides experiential learning opportunities and employment in the horticulture field, as well as a unique job-readiness curriculum that helps reintroduce participants back into the workforce. Through our USDA-certified organic farms, we also seek to provide healthy, fresh food and food education to our neighbors in Englewood. ESAA reports directly to the Director of Operations.

We offer a diverse, energetic and mission-focused environment for our employees.

The Job

Growing Home, Inc. is seeking an experienced, reliable, well-organized and efficient Executive Support Administrative Assistant (ESSA) who appreciates a fast-paced team and enjoys creating and maintaining a pleasant work environment. The ESSA provides direct support to the Executive Director and is responsible for the organization and maintenance of the administrative office.

Duties include but are not limited to the following:

Responsibilities

- Provide executive support to the ED, including scheduling meetings, maintaining calendars, arranging travel, doing research, and creating reports.
- Liaise with Growing Home's Board: maintain Board calendar, schedule meetings, and taking notes/minutes.
- Ensure office policies and procedures are implemented appropriately.
- General office support tasks: manage office supplies inventory, place orders as necessary, make copies, file, and maintain general office organization and cleanliness.
- Perform receptionist duties: greet visitors, and answer and direct phone calls, respond to and appropriately forward emails and media inquiries.
- Receive and sort incoming mail/deliveries and manage outgoing mail.
- Data entry into Google Drive and Salesforce: includes donor acknowledgements, etc.
- Support the Development Department with communication and events as needed
- Work with CFO to ensure that all invoices are submitted for payment and paid on a timely manner.
- Other duties as assigned.

Qualifications

- Passionate personal commitment to social change and equity
- Two (2) or more years related experience required; administrative and/or non-profit experience preferred
- Bachelor's Degree in business administration, communications, or a related field a plus or equivalent work experience
- Superior written, verbal and interpersonal communication skills; ability to communicate clearly and succinctly with consideration to various audiences

- A good eye for design and familiarity with social media and current social media trends
- Experience with Google Suite and Microsoft Suite. Proficiency with mail merges and calendaring required
- Must demonstrate ability to manage multiple tasks and meet deadlines
- Goal-oriented and highly organized self-starter who maintains confidence and high standards for their own work and the work of others

Physical Requirements

While performing the duties of this job, the employee is frequently required to stand; walk and sit. The employee must occasionally lift and/or move up to 15 pounds. Requires ability to climb stairs, prolonged sitting, some bending, stooping and stretching, requires eye-hand coordination and manual dexterity sufficient to operate office equipment. Requires normal range of hearing and eyesight to record, prepare and communicate appropriate reports. Primary work hours will be between 8:00 am and 4:00 pm with flexible schedules available with supervisors approval. For special events or at particularly busy times per year, the Executive Support Admin Assistant may be required to work some weekends or evening hours.

Growing Home Inc reserves the right to assign or reassign duties and responsibilities of this job at any time based on the needs of the organization.

TO APPLY:

If interested in the full- time position please send a cover letter and resume along with two professional references to Shani Settles, Director of Operations, at jobs@growinghomeinc.org. Applications are due by January 8th. Email subject line should include the position title. No phone calls, please.

All qualified applicants will be considered for employment without regard to race, color, creed, national origin, sex, age, disability, marital status, sexual orientation, gender identity, military status, current employment status, or prior record of arrest or conviction.