

Opportunity: Communication Specialist



Rudd Resources LLC is a consulting firm based in Chicago that specializes in communications strategies and programs for philanthropies, nonprofit organizations and civically engaged businesses. We are seeking an **Administrative Assistant** to join our team. The Administrative Assistant provides administrative support to the agency's leadership, working from Rudd Resources' offices at 6307 S. Stewart Avenue and/or 8530 S. Racine Ave. in Chicago, as directed.

Employee type: Part-time (20-24 hours a week)
Salary/Wages: \$15 to \$18 per hour, based on experience
Benefits: Accruable paid personal and sick time hours

Overview

The Administrative Assistant will provide direct support to the agency's leadership and as such, will be expected to manage, coordinate and/or support a diverse number of tasks and duties that are parts of the engine that keeps our business moving. From handling office needs, to scheduling, attending and documenting meetings, to helping to plan events, the successful candidate is someone who enjoys workday that are more different than they are the same. This person also will spend time working in Word and Excel, and should be prepared to demonstrate knowledge of those programs, in particular.

Preferred candidates (Qualifications)

Successful candidates will have five or more years of administrative and office experience in the role of receptionist, secretary, administrative assistant, executive assistant or similar position. Other qualifications include:

- High-school diploma or general education equivalent; some college education is preferred (office administration, English or a related field of study)
- Good reading and writing skills
 - able to comprehend information communicated verbally or sent digitally
 - able to compose basic sentences to communicate information
- Basic math skills (addition, subtraction, multiplication and percentages)
- Expert skills with the Microsoft Office suite of programs (Word, Excel and PowerPoint)
- Understanding of cloud-based programs, including Google Drive and Office 365
- Typing skills on the QWERTY keyboard (at a speed of at least 25 words per minute)
- Traits that include strong listening and service leadership skills; must be coachable and willing to receive feedback, criticism and correction; must be highly trustworthy and able to work independently and with a team; should be very curious, a person interested in learning
- Not required but a plus would be:
 - experience with Excel pivot tables
 - bilingual (Spanish, Arabic or Polish) reading or writing skills
 - familiarity with social media platforms (Reddit, Facebook, Twitter, Instagram and LinkedIn)
 - experience handling accounts receivables (vendor invoices)

General responsibilities

The Administrative Assistant provides administrative support to the leaders of the Rudd Resources team as directed. This team member will perform the following tasks:

- Provide administrative support
 - Schedule internal and external meetings, and making and returning phone calls
 - Draft Word and PowerPoint presentations for client projects
 - Create and maintain Excel databases of contact and project information
 - Conduct research on vendors, media and other topics as needed



- Assist with event planning
- Handle client service responsibilities, such as note-taking during meetings, while maintaining confidentiality with respect to clients' strategies, projects or products
- Be an ethical, trusted and reliable member of our team
 - Ensure good fiscal management of the agency's resources and budgets
 - Direct team members (coordinators, interns), consultants and vendors as necessary
 - Use the cloud- and desktop-based software programs we use to work collaboratively and to safeguard the creative products of the agency and our clients
 - Adhere to all organizational policies and follow workplace rules, customs and courtesies to create and sustain a healthy work environment for self and others
 - Schedule, attend and/or lead internal and external meetings with clients and/or consultants
 - Help maintain client databases, inclusive of names, contact information and project summaries
 - Perform other editorial and administrative task as assigned
- Be able to take on physical/mental/environmental demands that include but are not limited to
 - Tolerance for prolonged and continuous stationary periods at a desk/computer
 - Ability to move throughout and in/out of the office to attend meetings or work in other buildings
 - Ability to push, pull, lift and/or move up to 10 pounds
 - Ability to operate controls for computers and other equipment
 - Willingness to share office space
 - Ability to travel within the Chicagoland region by public transit or private car for off-site meetings and events
 - Ability to work occasional evening and/or weekend hours, generally with at least 24 hours of notice

Specialty responsibilities

Not applicable.

To Apply

Submit your cover letter and resume (no longer than 3 pages, please) to Terri Sharpp at HR@ruddresources.net. Please put "Administrative Assistant" and your last name in your subject line. Credentials will be accepted through February 28, 2020. **No phone calls, please.**