



Rudd Resources LLC is a consulting firm based in Chicago that specializes in communications strategies and programs for nonprofit organizations, philanthropic organizations, and social and corporate enterprises. We have the following opportunity on our team:

Category: Administration
Post open date: February 18, 2019
Post close date: March 8, 2019
Employee type: Part-time (20-24 hours a week)
Salary/Wages: \$18/Hour
Timekeeping Method: Digitally, rounded up to 1/6th of the hour
Employee Benefits: Accruable paid personal and sick time hours
External Title: Office Coordinator

The Office Coordinator provides administrative support to the agency's leadership and consulting team as directed, performing these and other tasks:

- Scheduling internal and external meetings, and making and returning phone calls
- Drafting Word and PowerPoint presentations for client projects
- Creating and maintaining Excel databases of contact and project information (contact information, project timelines, etc.)
- Researching media outlets, vendors and other topics as needed
- Creating social-media graphics to promote the agency

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
- 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) reading or writing skills



- familiarity with social media platforms (Reddit, Facebook, Twitter, Instagram and LinkedIn)
- experience handling accounts receivables (vendor invoices)

Hours:

This position will have a 20-hour a week schedule; some additional hours may be requested of the employee during the work week or the weekend. The scheduled, in-office hours will occur Monday through Friday, during four, five-hour shifts that happen either during a morning shift (9 a.m. to 1 p.m.) or an afternoon shift (1 p.m. to 5 p.m.), or a combination of these.

To apply:

To be considered, please submit your resume to Kimberley Rudd at Kim@ruddresources.net by March 8. Please put "Office Coordinator Applicant" with your name in the subject line. No phone calls or office visits, please; calling or visiting will disqualify candidates from further consideration.

All resume submissions will be acknowledged via email after March 8, 2019. Candidates that advance will be contacted for a telephone screening.