

Job Description for Human Resources & Office Administrator

Job Announcement—May 23, 2017

Position Title: Human Resources & Office Administrator

Reports to: Chief Operating Officer

Location of Job: Chicago, IL

Organizational Description: The Sargent Shriver National Center on Poverty Law (Shriver Center) is a not-for-profit organization that provides national leadership in advancing laws and policies that secure justice to improve the lives and opportunities of people living in poverty. We work directly to win positive change through our specific advocacy initiatives, and we provide a range of professional development resources that support and mobilize the national network of advocates engaged in those efforts. We engage in a broad range of interrelated policy areas and accomplish our mission through programs involving legislative and administrative advocacy and education, policy development, litigation, organizing, communications, and training.

At the Shriver Center, we know that a richly diverse mix of professionals makes organizations more effective. As such, we make demographic and experiential diversity a hallmark and priority of all our work.

Position Description: The Human Resources & Office Administrator advances the Shriver Center's mission by working closely with the Chief Operating Officer to ensure the successful operation of the Shriver Center's administrative, financial, human resources, facilities and technology systems.

Responsibilities

Human Resources (60% of the position)

- Work closely with the Chief Operating Officer (COO) and hiring managers to develop job descriptions, recruit, and hire for open positions
- Administer, process and file employee benefit and financial forms, auditing them as necessary
- Preparing orientation schedules and materials, including maintaining updated organizational charts, phone trees, personnel policies and related documents, and ordering business cards
- Work closely with the Controller to process employee paid time off accruals and CTA/Metra benefits for bimonthly payroll
- Maintain the HR database and support the Technology Systems Manager with any updates
- Assist COO with financial responsibilities, including procurement of office supplies, completing routine lobbying expenditure reports, maintaining financial files, and supporting the annual audit
- Assist with recruitment, program management, filing and reporting for AmeriCorps*VISTA program

- Provide support to the Board of Directors, including preparing meeting agendas, compiling Board books, making travel arrangements and maintaining corporate documents and Board meeting minute books

Office Management (30% of the position)

- Serve as point person for facilities management, including helping to develop and maintain central office filing system and maintaining inventory of office files in support of document retention and destruction policy
- Ensure well-stocked, clean and orderly supply rooms and common spaces
- Serve as back-up support for Technology team in maintaining office machines
- Provide general administrative support such as copying, faxing, scanning, mailing letters and packages, scheduling meetings, making travel arrangements, ordering food for meetings and filing as needed

Reception (10% of the position)

- Provide receptionist support for the office, including setting up mailboxes, receiving and sorting mail, screening and routing phone calls, answering routine questions, taking messages, and managing the general office voicemail mailbox

Job requirements

- Bachelor's degree preferred; minimum 2 years experience in a similar position required
- Strong computer skills with proficiency in Microsoft Office, internet research and a willingness and capacity to learn new computer programs essential; some familiarity with Adobe InDesign, Adobe Acrobat and CiviCRM helpful
- Strong critical thinking and problem solving skills
- Ability to operate standard office machinery such as copy machines, faxes, etc
- Outstanding organizational skills and exacting attention to detail
- Strong grammar, typing and basic math skills
- Must be self-starter who takes initiative to get work done and handle multiple tasks with limited supervision when appropriate, and also take direction and follow instructions when required
- High level of interpersonal and communications skills, both written and verbal required; some customer service experience preferred
- Ability to be discrete and handle confidential and sensitive information in a professional manner
- Ability to lift and carry boxes, books and other materials as required to maintain order in supply rooms, storage and office facilities and to deliver routine purchases to office
- Commitment to the Shriver Center's mission

To apply for this position, please email your resume, cover letter and salary requirements **in one single, searchable PDF** to Mitch Paradise at mitchparadise@povertylaw.org. The position has a tentative start date of **August 1, 2017**.

For more information, visit our website at www.povertylaw.org