Outreach
Community Ministries

"Restoring Hope, Providing Opportunities"
122 West Liberty Drive, Wheaton, IL 60187 (630) 682.1910
www.outreachcommunityministries.org

POSITION AVAILABLE

Outreach Community Ministries, Inc. (OCM) is an interdenominational, Christian, community service organization seeking to attract and hire a diverse staff of highly competent professional employees.

Position Title: **Executive Assistant to the Chief Operations Officer**

Department: **OCM Administrative Office—Wheaton, IL**
The Administrative Office houses the Finance, Advancement, Human Resource, Volunteer Services Grant Management and Executive offices for Outreach Community Ministries and its divisions: The Outreach Community Center, Wheaton Youth Outreach, Warrenville Youth and Family Services, and the Outreach Community Counseling Center.

Job Responsibilities: The Executive Assistant to the Chief Operations Officer (COO) is responsible for data management, communications coordination, project management and general administrative support for the Chief Operations Officer. Specific duties include scheduling, meeting coordination, writing correspondence and reports, research, coordinating communication across departments, providing support for community boards, taking meeting minutes and creating presentations.

Requirements: A strong interest in non-profit management and human services; Bachelor's degree; 2-4 years administrative experience including 2 years project management experience; strong written & verbal communication skills; strong organizational skills and ability to multi task; attention to detail; self-starter with strong collaboration and process development skills. Intermediate to advanced level skill in Microsoft Excel, Word & Power Point with database management familiarity. The ability to safeguard confidential information and a commitment to OCM's Statement of Mission and Faith are required.

Status: Part-time position at 30 hours/week. 9am to 4pm Monday-Friday. Flexibility to work occasional evenings for meetings and special events.

Salary Range: Salary for this position falls between $16.65 and $20.20 per hour (full-time equivalent of $34,700 to $42,000 annually) based on education, skills and experience.

To Apply, Send Resume to: Heather Smith, Outreach Community Ministries
122 West Liberty Drive, Wheaton, IL 60187
hsmith@outreachcommin.org

Posting Date: May 7, 2012 ***Start Date:*** June 2012

All applicants will be considered without regard to race, color, sex, national origin, age or any other characteristic protected by applicable state or federal civil rights law. OCM, Inc. reserves the right to make faith-based hiring decisions as permitted under Title VII (42 U.S.C. Section 2000e – 1(a)