



Position: Part Time Administrative & Operations Assistant

Organization: After School All-Stars

Location: Chicago, IL

ORGANIZATION BACKGROUND:

ASAS Chicago was established in 2002 and is the largest chapter in the ASAS National Network. ASAS Chicago offers three types of after-school programming. First, ASAS Chicago partners with Chicago Public Schools (CPS) Central Office to administer their Out-of-School Time program for 250 District Schools serving 40,000 students, which includes staffing, curricula, enrichment events, materials/supplies, training, and data management. Second, ASAS Chicago offers CPS students exclusive special events, immersion camps during spring and summer break, and learning opportunities that provide key enrichment activities on par with their mid-to-upper income peers. Third, ASAS Chicago operates two comprehensive sites in the Englewood and Noble Square neighborhoods, which provides free, daily, after-school programming for elementary and middle school students.

A UNIQUE OPPORTUNITY:

After-School All-Stars is currently seeking a Part Time Administrative and Operations Assistant to help support the Chicago chapter. The Part Time Administrative and Operations Assistant will report to the Program Manager. The responsibilities will include office management, support of operations, finance, and human resources-related special projects.

SPECIFIC RESPONSIBILITIES:

OFFICE MANAGEMENT

- Maintenance of general office: maintain and order supplies; maintain a well-organized, stocked supply cabinet, maintain and coordinate supplies/service for copy machine, computers, and phones; maintain and organize storage areas; manage office subscriptions.
- Coordinate mail and shipping for main office and school sites
- HR: work with Chicago staff to ensure employees' My Universe profiles are up to date, documents are uploaded, background checks and Safe Schools trainings are completed; maintain monthly Safe and Healthy compliance check
- Finance: collect all checks/contributions received and send to LA headquarters office for deposit; submit all invoices to LA headquarters by Thursday close of business; complete and submit reimbursements for processing; complete monthly American Express bill reconciliations.
- Prepare timely and accurate delivery of payroll systems.
- Process all data related to new hires and terminations including comprehensive background checks for all employees.
- Contribute to the ASAS Chicago social media pages
- Support the ED and Program Manager with risk management, compliance, employee recruiting, and training.
- Maintain 501c3 business documents

PROGRAM SUPPORT

- Manage the distribution and collection of all student evaluation forms for National Evaluation Team and other evaluation initiatives
- Work with Program Manager to coordinate supply orders for school sites

WHO SHOULD APPLY?

The Part Time Administrative and Operations Assistant will embody ASAS's core values: entrepreneurial, collaborative, transparent, accountable, and proactive. Undergraduate degree preferred.



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- Organized with excellent written communication skills
- Dependable, conscientious, detail-oriented, and capable of managing deadlines
- Capable of working independently as well as with a team
- Flexible and able to adapt to changing position demands
- Self-starter
- Knowledge of Microsoft Office is required
- Ability to work under time constraints and meet deadlines
- Pride in self, work, and organization with tasks performed at a high level of accuracy
- Ability to tackle work assignments head-on in a positive and efficient manner
- Tech-savvy and a fast learner
- Passionate about supporting the Chicago community

SALARY AND BENEFITS:

This part time opportunity will be 25 hours a week. It is a non-exempt hourly position, starting at \$16-\$18 per hour and commensurate with the qualifications and experience of the individual candidate.

HOW TO APPLY FOR THE PART TIME ADMINISTRATIVE AND OPERATIONS ASSISTANT ROLE:

Please submit a **resume and cover letter** in PDF format via e-mail to: asasjobs@afterschoolallstars.org.

Please put " Administrative & Operations Assistant " and your last name in the subject heading.

LEARN MORE ABOUT AFTER SCHOOL ALL-STARS:

To learn more about ASAS, please visit our website: www.afterschoolallstars.org or <http://asaschicago.org/>