



Job Title: Administrative Assistant (Part-time)

Organization: Lakeview East Chamber of Commerce (LVECC)

Location: Chicago, IL

About Us: The Lakeview East Chamber of Commerce (LVECC) is a non-profit organization dedicated to fostering the growth and development of one of Chicago's most vibrant business districts, located on the north side of the city. As the sole service provider for Special Service Areas #8 and #17, we fund and oversee various programs aimed at enhancing the community, including sidewalk maintenance, beautification projects, marketing and promotions, and storefront improvements.

Position Overview: The Administrative Assistant will play a crucial role in supporting the staff of LVECC for administrative duties, programs, and services of the Chamber and SSAs. This position offers the opportunity to work in a dynamic environment, collaborating with a dedicated team to drive positive change and growth in the Lakeview East community. This position is not remote, and you must come into the office. 20-30 hours weekly.

Essential Duties and Responsibilities:

- Maintain inventory of office and general supplies to ensure efficient office functioning.
- Greet office visitors, handle phone calls, and emails in a friendly, helpful, and professional manner.
- Update organizational databases, media lists, emails, and other queries as required.
- Prepare reports and presentations as necessary for internal and external stakeholders.
- Keep all paper and virtual files current and well-organized for easy access.
- Coordinate catering for meetings and special events as required.
- Assist with Coordinating local events.
- Be available to work weekends and special events as needed.
- Assist with special projects and programs as assigned.

Qualifications:

- Superior organizational skills with the ability to effectively prioritize tasks.
- Strong administration, multi-tasking, and time management abilities.
- Must be able to work both independently and collaboratively as part of a team.
- Excellent customer relations and computer skills are essential.
- An upbeat personality and familiarity with the Lakeview business community and SSA districts are preferred.
- Graphic design experience is advantageous.
- Superior communication and organizational skills are a must, with the ability to handle multiple projects and work well under pressure.

Education and Experience:

- Bachelor's degree preferred, or at least four years of administration.
- Efficient with Microsoft 365 (word, excel, PowerPoint)
- Proficient in working with Google Sheets
- Experience working with WordPress

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position.

If you're passionate about making a difference in your community and possess the skills and qualifications outlined above, we'd love to hear from you!

Please submit your resume and cover letter to nata@lakevieweast.com. Join us in shaping the future of Lakeview East.