

Job Title: Office Administrator

Location: Bensenville, IL (Hybrid or On-site)

Job Type: Part-Time

Schedule: Flexible hours, 20-25 hours per week

About Chi-Care:

Chi-Care is a 501(c)(3) nonprofit organization based in Chicago, dedicated to improving the lives of homeless, unhoused, and migrant communities through the distribution of meals, essential supplies, and mobile healthcare services. We are committed to making a meaningful difference in the lives of Chicago's most vulnerable populations.

Job Overview:

The Part-Time Office Administrator will play an essential role in supporting Chi-Care's day-to-day operations. This role is perfect for a detail-oriented and organized individual who can manage administrative tasks efficiently and support various aspects of Chi-Care's mission.

Key Responsibilities:

- Perform general office administrative duties such as answering phone calls, responding to emails, and managing mail.
- Organize and maintain records, files, and office supplies.
- Assist with data entry and updating databases for donors, partners, volunteers, and program participants.
- Support scheduling and coordinating meetings, including preparing agendas and meeting minutes.
- Assist with outreach communication, including managing social media posts and creating flyers for events or programs.
- Maintaining office tasks and task holders with follow up per assignee.
- Help process donations, prepare receipts, and maintain accurate financial records in coordination with the finance team.
- Support volunteer coordination, including scheduling and communication.

- Ensure the smooth operation of the office and assist with any other administrative tasks as needed.

Qualifications:

- Proven experience in an administrative role, preferably in a nonprofit environment.
- Strong organizational and multitasking skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint)
- Excellent verbal and written communication skills.
- Ability to work independently and collaboratively in a team.
- Strong attention to detail and ability to maintain confidentiality.
- Familiarity with social media platforms is a plus.
- Passion for nonprofit work and helping underserved communities.

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Benefits:

- Competitive hourly pay.
- Flexible working hours.
- Opportunity to contribute to impactful work within the community.
- Collaborative and supportive work environment.

How to Apply:

To apply, please submit your resume to admin@chi-care.org. Applications will be reviewed on a rolling basis.

Chi-Care is an equal opportunity employer and encourages applicants from diverse backgrounds to apply.