

Outreach

Community Ministries

Restoring Hope,
Providing Opportunities

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

Position Title: **Executive Assistant to the CEO/ Office Manager**

Department: **OCM Administrative Office—Wheaton, IL**

The Administrative Office houses the Finance, Resource Development, Human Resources, Volunteer Services, Grant Management and Executive offices for Outreach Community Ministries and its divisions: The Outreach Community Center in Carol Stream, Wheaton Youth Outreach, Warrenville Youth and Family Services, York Community Resource Center and the Outreach Community Counseling Centers.

Job Responsibilities: The Executive Assistant/ Office Manager will report directly to the Chief Executive Officer and coordinate with the Chief Operating Officer regarding office management and interdepartmental communication.

This position is responsible for general reception, project management and administrative support to the CEO. Responsibilities also include board meeting and committee management including meeting attendance and typing minutes, document and presentation preparation, room and location logistics and communications with board members regarding dates and times. Office management support for the administrative team includes office supply inventory and ordering, office equipment management and vendor interface, maintenance of the reception area and liaison to the janitorial service and any repair staff.

Requirements: A passion for the mission of OCM; at least 5 years of experience resourcing and supporting executive level staff; BA/ BS in a related field; advanced computer and software skills including Adobe Acrobat, Microsoft Word, PowerPoint, Excel and Outlook; some database management familiarity; strong communication skills with professional presentation; self-starter with analytic skills, organization skills, high level attention to detail and demonstrated research, data management, and project management ability. A commitment OCM's Statement of Faith.

Status: Full-time at 40-45 hours/week. Monday-Friday, 8:30am to 5pm. On average, 2-3 evenings per month for meetings and special events.

Compensation: Salary for this position falls between \$36,720-\$50,000 annually based on education, skills and experience.

Apply Online or Email Resume Penni Cannova | Recruitment & Staffing Specialist
outreachcommunityministries.org | pcannova@outreachcommin.org

Date Posted: July 11, 2016

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))

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