

## DuPagePads Employment Opportunity

DuPagePads, a 501 © 3 organization founded in 1985, is the largest provider of services to those who are homeless in DuPage County. Providing the county's largest Interim (Overnight) Housing and Permanent Supportive Housing Programs, DuPagePads' solution to ending homelessness is housing, coupled with support services and employment. Administrative offices are located in Wheaton, with a satellite office in Downers Grove and a permanent supportive housing building in Naperville.

This is an opportunity to provide administrative support in a "hands-on" environment.

**Position:** Administrative Support

**Summary:** This position is responsible for answering and directing phone calls, greeting, directing and providing information to Client Service Center visitors, general office support, entering statistical data, and coordinating the kitchen and food.

**Reports to:** Client Service Center Director

**Supervises:** N/A

**Responsibilities** (to be performed with or without reasonable accommodation):

1. Insures program participants and visitors are greeted and directed to appropriate resources.
2. Answers and screens phone calls. Directs calls efficiently and processes requests for information in an accurate and timely manner, while maintaining staff and program schedules.
3. Insures that Client Service Center mail is processed and distributed and maintains appearance of reception area and Client Service Center including making brochures and other promotional material is available for distribution to program participants and visitors.
4. Maintains registration and statistical records, documents and paperwork as required, including all incoming donations and revenues are submitted to the fiscal department.
5. Oversees food handling and storage including maintaining a food delivery calendar.
6. Enters statistical data into the agency's client computer system.
7. Other related duties as assigned.

**Knowledge, Skills and Abilities:**

1. Ability to handle and work with client and agency sensitive confidential information/data.
2. Ability to work with volunteers and with persons from all ethnic, economic and social backgrounds.
3. Effective written and oral communication skills.
4. Ability to effectively use Microsoft Office Suite products (Access, Excel, Word) as required.
5. General knowledge of database programs.
6. Ability to operate basic office equipment.
7. Strong organizational skills with attention to detail.
8. Ability to work independently and work collaboratively as part of a team.
9. Ability to organize and prioritize tasks, and to meet deadlines.

**Qualifications:**

1. Associates Degree preferred in office administration or related field.
2. Experience in using Microsoft Office Suite products; proficient in Word, Excel, Access.
3. Previous office experience required; reception experience preferred.

**Other:**

1. Provide own transportation.

**Classification:** Full-time nonexempt status

September, 2014

To apply, please submit a cover letter and resume to [jcoyer@dupagepads.org](mailto:jcoyer@dupagepads.org) listing "Administrative Support" in the subject line.

NO PHONE CALLS PLEASE