

**ILLINOIS COALITION AGAINST SEXUAL ASSAULT**  
**SPRINGFIELD, ILLINOIS**

**Position Description for: Office Assistant/Receptionist**

---

- I. Title: **Office Assistant/Receptionist**
- II. Reports To: Chief Projects Officer
- III. Purpose: To answer phones, direct calls and greet guests, provide administrative support to Chief Projects Officer and overall general office support
- IV. Classification: Non-Exempt

**PERFORMANCE RESPONSIBILITIES**

- 1. Be the primary staff person responsible for answering telephone and directing calls to appropriate staff, greeting guests and maintaining the waiting area.
- 2. Provide administrative support to the Chief Projects Officer (including, but not limited to, typing, copying, emailing, sending mail, returning phone calls, schedule management, etc.).
- 3. Coordinate work of Program Committee and People of Color Committee and other ad hoc Committees staffed by the Chief Projects Officer. Prepare agendas, reserve meeting space, prepare packets, type minutes and maintain files.
- 4. Coordinate work of Regional Preventionists' meetings. Update mailing lists, prepare agendas, reserve meeting space, prepare packets, type minutes, and maintain files.
- 5. Maintain weekly inventory of all office supplies and order as needed. Confirm accuracy of shipment. Stock supply cabinet and keep it organized.

6. Maintain information needed at the reception desk to enable receptionist and others on duty to respond to general requests for information and assistance. This would include, but not be limited to: center lists, phone numbers, fax lists, speed dials, phone instructions, etc. Update and distribute to staff monthly.
7. Assist with updating ICASA's website, emailing relevant information to the ICASA Listserv and posting to other electronic/social media platforms or outlets and managing responses to same, as needed.
8. Prepare and send information for mailings to the Centers, as needed, and process requests for brochures/resources, ship materials and maintain brochure inventory.
9. Open and route office mail.
10. Update fax machine as needed. Distribute incoming faxes to appropriate staff.
11. Maintain calendar for meetings held in the ICASA office.
12. Assist staff with making travel arrangements.
13. Send information for twice weekly mailings to centers, as needed.
14. Order flowers and purchase cards for center events.
15. Assist other staff with projects, as needed.
16. Perform other duties as may be necessary or assigned by the Chief Projects Officer or Chief Executive Officer.
17. Adhere to the philosophy and policies of the Illinois Coalition Against Sexual Assault.

**QUALIFICATIONS**

Education: Have a minimum of a high school diploma.

Experience: Have minimum of 2 years experience in typing and general office practices. Have a minimum of 1-year experience in computer operations.

Job Knowledge: Good computer skills with experience in Microsoft Office. Familiarity with sexual assault issues from a feminist perspective.

Other Requirements: Ability to travel; have own means of transportation.

I have read and understand the above qualifications.

\_\_\_\_\_  
Office Assistant/Receptionist

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
Date