

# JOB OPENING

## HEART OF ILLINOIS SPECIAL RECREATION ASSOCIATION **ADMINISTRATIVE ASSISTANT**

POSITION: PART TIME / PAY RATE: \$18.00 - \$22.00 PER HOUR

The Heart of Illinois Special Recreation Association (HISRA) is a cooperative effort of the Peoria, Morton, Chillicothe, and Washington Park Districts. Its mission is to provide quality recreation programs and services to individuals with disabilities and special needs. The part time Custodian position is responsible for a number of tasks, described below.

### RESPONSIBILITIES

- Answer and screen all incoming calls, provide information to requestors, forward some calls to supervisory personnel and refer callers to other sources as needed; receive and announce visitors.
- Schedule and set up for meetings and appointments making necessary reservations and arrangements.
- Guide and coordinate HISRA fundraising, event planning and marketing, and assist staff members in their fundraising efforts.
- Assist in the implementation of a comprehensive development program in support of the mission which insure philanthropic success in the areas of annual giving, fundraising events, major/deferred gifts, corporate giving, and grantsmanship.
- Manage timeline and resources for seasonal brochure.
- Manage Social Media coordination, calendar, content and responses to community.
- Assist in coordination and tracking of staff training, continuing education, safety practices and inspection.
- Respond to inquiries, either over the phone, digitally or in person, provide information regarding HISRA or Park District programs, facilities, events and registration process; refer requests for non-routine information or technical questions to the appropriate party.
- Furnish interested parties with appropriate registration forms and instructions for enrollment in HISRA or Park District programs, activities and events, as well as community resources.
- Process registrations by mail, digital format, or in person; complete registration forms, handle all money, keep accurate records, file forms and distribute supply lists, contact registrants for program changes and cancellations.
- Type correspondence, records, reports and other materials from rough drafts, verbal instructions or other indicated sources.
- Distribute mail, packages and items to office staff; prepare mailings as assigned.
- Compile and maintain confidential reports and information pertaining to employees, volunteers and participants.
- Assume responsibility for knowledge of and enforcement of all safety procedures that pertain to the duties performed and will support all aspects of the safety program.
- As needed serve as secretary to the HISRA Board of Trustees; prepare and distribute board packets and attend all scheduled board meetings as directed by the Office Manager or Director.
- Order and maintain inventory of office supplies.
- Handle special projects as assigned by the Office Manager or Director.
- Perform other duties as assigned.



## SUCCESSFUL CANDIDATES WILL HAVE

- Two year Associates Degree, minimum. Although a degree is preferred, experience in a like position with similar duties and responsibilities may be substituted for all or part of the educational requirement.
- Minimum of two years of experience in fund development, grant writing, administration, and strategic planning and related activities.
- Knowledge of office management procedures.
- Thorough knowledge and correct usage of English grammar, spelling; ability to communicate effectively both orally and in writing.
- Ability to work with records, files and other information requiring confidentiality.
- Ability to gather and compile data for official records from varied sources.
- Ability to provide the best possible image of HISRA, Peoria, Chillicothe and Morton Park Districts in so the public respects and appreciates these agencies, their facilities and the quality of their recreation programs.
- Ability to establish and maintain satisfactory working relationship with the public, fellow HISRA employees and employees of the Peoria, Chillicothe and Morton Park Districts in an enthusiastic and cooperative manner.
- Ability to schedule meetings and prepare requisite agendas, information materials and meeting minutes.
- Ability to respond to a variety of inquiries and to refer requestors for HISRA information and materials to the proper sources.
- Ability to prepare internal and external communication documents and presentations.
- Class B Driver's License.

## OTHER

- This position has an average of 30 hours per week, Monday through Friday between the hours of 8:30am – 4:30pm.
- Under the supervision of the Office Manager.
- Physical requirements include the ability to sit for extended periods of time, manual dexterity to operate computer keyboard, and ability to lift 50 pounds; ability to maintain close concentration for extended periods of time.

