

## Northalsted Business Alliance

### Position Title: Administrative Assistant (FWS)

**Wage:** \$15/Hour

**Hours Per Week:** 15-25 hours per week

**Apply:** See [northalsted.com/jobs](http://northalsted.com/jobs) to apply

**Contact:** [info@northalsted.com](mailto:info@northalsted.com), no calls please

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### About Northalsted

Northalsted Business Alliance is the **chamber of commerce** for Boystown, Chicago. Since 1980, our work has focused on uplifting local business, supporting the community, and honoring the **LGBTQ+ identity** of the neighborhood.

The annual **Chicago Pride Fest**, **Northalsted Market Days**, and **Haunted Halsted** Halloween Parade are all organized by Northalsted.

### The Job: Administrative Assistant (FWS)

Ideal candidate is a well organized and computer savvy person that's familiar with Google Suite. Strong interpersonal communication skills and great attention to detail are a must for this career building position.

#### Duties and Responsibilities

- Office Coordination
  - Manage office inventory: products, supplies and equipment
  - Maintain structure of paper and electronic filing systems
  - Scan, print, and type documents; prepare reports and presentations
  - Screen phone calls, manage contacts, answer emails, update business directory
  - Schedule meetings
  - Support logistics, marketing and administration of events / chamber projects
  - Execute shipping and receiving of mail and packages
  - Prepare communications for members, deliver materials, distribute collateral
- Financial Bookkeeping
  - Organize, distribute, and process invoices, receipts
  - Manage data entry and spreadsheets
- Additional general office management tasks as needed

This position is great for someone that is passionate about routines and constantly improving the status quo. Working as an Administrative Assistant at NBA will provide you with career building experience and solid references while working in a vibrant, inclusive, and creative environment.

#### Qualifications

- Federal Work Study Eligible
- Study in Finance, Business Management, Communications or related experience
- Excellent interpersonal communication skills and experience
- Quick study of using online software applications
- Ability to multitask various projects
- Strong time management skills are a must