



C • R • L • N
Chicago Religious Leadership Network on Latin America

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www.crln.org

Administrative Assistant Job Description

Overview of the Chicago Religious Leadership Network on Latin America:

The Chicago Religious Leadership Network on Latin America (CRLN) is an interfaith education, action, and advocacy network. For over 30 years, CRLN has worked to open spaces for the voices of those in the Americas affected by U.S. policies and has worked in solidarity with movements for social justice and human rights. Through educational events, delegations, speaker tours, and issue updates CRLN educates and mobilizes to empower people to advocate for changes in U.S. policy in the Americas with elected city, state and federal officials.

Position description:

The Administrative Assistant will work with the Executive Director to provide administrative support for the organization. The Administrative Assistant will work with the bookkeeper to process all the payments and deposits and with the Executive Director to generate financial reports. The Administrative Assistant will manage the day-to-day operations of the office and will have primary responsibility for maintaining CRLN's contact database.

Type: Part-time with benefits

Salary: \$20,000

Language: English proficiency. Bilingual (Spanish) is a plus

Responsibilities include:

Finance and Fundraising

1. Process payments and deposits
2. Monitor and process online donations and memberships
3. Prepare and send follow ups and thank you notes to donors and members
4. Assist with membership mailings
5. Work with bookkeeper to prepare materials for the audit and 990
6. Work with Executive Director to prepare monthly financial reports and yearly budget
7. Keep financial files: invoices, online donations, bills, staff reimbursements, tax payments & returns, voucher check stubs
8. Generate financial reports from QuickBooks to evaluate fundraising events
9. Staff liaison to Cozette and Heidkamp Funds and Fundraising Committee
10. Assistance with the organization's events during the year

Maintenance and use of CiviCRM: Enter new donors/members/contacts. Update contact information and congressional districts. Add people to groups or take them out. Create mailing labels and generate membership reports. Configure events.

Maintenance of MailChimp lists: Take people who have unsubscribed from CRLN mass emails off MailChimp lists and add new subscribers.

Document retention and destruction according to CRLN policy

Keep track of office supplies

Required qualifications:

1. Experience working with QuickBooks platform
2. Proficiency with Microsoft products (Word, Excel, etc.)
3. Experience with CiviCRM and or other data base platforms
4. Ability to work varied hours depending on projects and community needs, including some evenings and weekends

Desired qualifications:

1. Demonstrated commitment to social and economic justice
2. Experience working with interfaith communities
3. Self-motivated with a proven ability to work independently
4. Proficiency with social media and communication technology

How to Apply:

Applicants should send a resume and cover letter describing their qualifications and interest in the position, and three references who can speak to your ability to fulfill various aspects of the position. Please send all application materials in PDF format to CRLNsearch@gmail.com with "Administrative Assistant" in the subject line.

CRLN is an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis including race, creed, color, age, sex, religion, sexual orientation, ability or national origin. Women and people of color are encouraged to apply.