

Office and Administrative Assistant (Part-Time)

About Teen Parent Connection:

Teen Parent Connection is a nonprofit agency serving teen parents in DuPage County, Illinois as they navigate the challenges of both parenthood and adolescence.

In addition, we offer school-based pregnancy prevention education programs in both middle schools and high schools to help reduce the risk of teen pregnancy. We are a staff, board, and community dedicated to empowering young families and creating the best possible start for young mothers, young fathers, and their babies. TPC was led by a registered nurse named Jeanne Altendorf-McLennan in partnership with a group of dedicated founders since June of 1985.

Job Overview:

Teen Parent Connection is seeking a detail-oriented and proactive Office and Administrative Assistant to join our team. This **Part-Time** position working 20 hours per week provides essential administrative support to the Executive Director and ensures the smooth operation of office activities. The ideal candidate will be highly organized, efficient, and capable of multitasking in a dynamic environment. The Office and Administrative Assistant is a critical role at TPC and is the first point on contact for our clients and visitors. So, it is important to always exemplify a professional demeanor as well as dress in business casual attire.

Vital Responsibilities:

Administrative Support

- Assist the Executive Director with daily administrative tasks, including scheduling meetings, managing correspondence, and preparing documents.
- Serve as the primary receptionist, managing incoming calls and greeting visitors in a professional and friendly manner.

Inventory Management:

- Monitor and manage office supplies and inventory, ensuring adequate stock levels are maintained.
- Restock office and restroom supplies as needed.

Vendor Coordination:

- Liaise with vendors, including IT support and utility companies, to ensure timely and efficient service.
- Coordinate and oversee maintenance and repair activities, as necessary.

Office Coordination:

- Assist in coordinating office schedules and meeting room bookings.
- Maintain office organization and cleanliness, ensuring a tidy and functional workspace.

General Support:

- Assist the staff in troubleshooting office equipment and determining additional support needs.
- Demonstrate respect for and friendly attitude toward co-workers, volunteers, donors, community members, and clients.
- Perform other administrative duties as assigned by the Executive Director/Management to support the overall mission and operations of the organization.

Talents and Credentials:

- High school diploma or equivalent; previous experience in office administration is a plus.
- Proven experience as an administrative assistant or in a similar role.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and other relevant software.
- Excellent organizational and multitasking abilities.
- Effective communication skills, both written and verbal.
- Ability to work independently and as part of a team.

- Attention to detail and problem-solving skills.
- Ability to climb stairs multiple times per day.
- Ability to lift and carry up to 35 pounds.

For consideration: If you share a passion for non-profits, we would like to speak with you! **To apply, please email a cover letter and resume to hr@teenparentconnection.org no later than 8/15/24 for further consideration.**

Teen Parent Connection is an Equal Opportunity Employer

Teen Parent Connection is committed to creating a diverse and inclusive environment. We are proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.