Acclivus, Inc. is an intentional social network to serve vulnerable individuals, primarily those from communities who are disproportionately impacted by compounding barriers to health and success, by providing leveraging capital and coping capital to assist network members with personal and professional growth, and overcome common social challenges including but not limited to poverty, criminal backgrounds, or limited formal education. Acclivus organization aims to develop programs and advocate for social policy reforms that will decrease incarceration, enhance educational opportunities, employment, and self employment opportunities for network participants. **Our mission:** To support the success of Chicago area vulnerable individuals, primarily those who are disproportionately impacted by compounding barriers to success, and who have been disconnected from mainstream culture and the associated benefits therein. Resources and assistance are made available through crisis intervention, mitigating traumatic impact of negative life events, mobilizing social capital, community organizing campaigns, and advocacy. **Our vision:** To provide all individuals the opportunity to reach their full human potential regardless of their past misdeeds, disappointments, or challenges influenced by internal and external causes.

Job Description

Position: Office Administrative Support Clerk

Summary: The Office Administrative Support Clerk's function is to assist administrative staff with day to day tasks, including but not limited to assisting with clerical, documentation and administrative processes. The Office Administrative Support Clerk assists in the collection, preparation, and completion of all programmatic records, including required timekeeping and effort certification documentation. The clerk will assist filing and maintenance of operational records.

Duties and Responsibilities:

- Manages and maintains appropriate filing systems for program documentation, including but not limited to contracts, financial records, timesheets, and employment records.
- Assists the Program Services Administrator and other administrative staff with daily tasks such as scanning, printing, and reviewing necessary documents.
- Supports the day to day functions of all Acclivus office spaces, including ordering supplies and keeping records related to supplies distribution and spending.
- Assists staff members with technical issues and daily tasks.
- Other duties as assigned.

Qualifications:

- Applicants must have a high school diploma or equivalent.
- Experience or training in office administration work is desirable.
- Intermediate to advanced skills with the Microsoft Office suite are also highly desired.
- Must have good communication skills (both written and verbal,) and must be able to use a computer with proficiency for daily tasks such as sending emails and creating documents.

- The applicant must have strong organizational skills, and be able to keep track of and maintain a filing system.
- Applicants must have a good understanding of the role of service provision in addressing issues of poverty and social justice as well as familiarity with the demographics and geographic makeup of low-income communities and neighborhoods in Chicago and suburban Cook County.
- Fluency in a second language is a plus. Flexibility and ability to work occasional evenings and weekends are essential.

Requirements :

- Carries out administrative duties such as filing, typing, copying, binding, scanning etc.
- Provides administrative support to ensure efficient operation of the office.
- Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies.
- Contributes to team effort by accomplishing related results as needed.
- Exhibits polite and professional communication via phone, e-mail, and mail.

Salary: $47,196

Benefits: Comprehensive, competitive benefits package includes: Health insurance; 401(k); Paid time off; Vision insurance; Dental insurance; Life insurance; Paid holidays