



## Job Description

Position:	CHA Administrative Assistant Assisting 2 Coordinators with the Belmont Cragin and New City Neighborhoods
Supervised By:	Program Manager at Spanish Coalition for Housing
FLSA:	Non - Exempt
Status:	Part Time – Hourly - 24 Hours per Week
Location:	1922 N. Pulaski, Chicago, IL 60639

---

*Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.*

## Organization Summary:

SCH's mission is to provide comprehensive counseling, education and housing resources necessary for Latinos and other low-to-moderate income families in the Chicagoland area, to develop competence and responsibility in meeting their financial and housing needs, and advocate for and proactively promote additional resources for them. SCH has three locations to serve the North and South sides of Chicago and sees over 10,000 clients per year with a current budget of \$2.5 million. We deliver quality programs and compassionate service to all residents in need.

## Job Summary:

The CHA Administrative Assistant's will support CHA Project Coordinators efforts at targeting diverse populations in Chicago's Belmont Cragin and New City Neighborhoods by promoting the Chicago Housing Authority's programs.

## Responsibilities:

- Assist 2 CHA Project Coordinator's promote CHA Community Alliance workshops for the Belmont Cragin and New City neighborhoods.
- Promote CHA programs to seniors, scattered site applicants, HCV owners, Section 3 job applicants, Section 3 businesses, and potential wait list applicants.
- Promote CHA programs through print, TV, E-blasts, and social media to promote awareness about CHA programs.
- Assist CHA Project Coordinator's prepare for virtual and in person workshops.
- Attend virtual and in person workshops to assist with set up of event and attendees.
- Fill in for workshop presentation in absence of CHA Project Coordinator.
- Data entry and maintenance of client case management system(s) as required by SCH and CHA.
- Return client inquiry's via phone and email and take messages for Project Coordinators.
- Inform Project Coordinators if clients are calling about updating their applications.
- Gain knowledge of SCH programs and services
- Act as community ambassador to connect CHA/SCH rental assistance programs
- Participate in all CHA meetings, advisory groups, and trainings as scheduled.
- Other duties as assigned.

**Qualifications:**

- High School degree required.
- Proficiency in English and Spanish or another language based on target community needs required.
- Vehicle, valid driver’s license and insurance required or reliable transportation.
- Must have flexible schedule including ability to work Saturdays and evening hours. Occasional Sundays will also be required based on outreach events.
- Mandatory participation of Saturday events hosted by employer and/or affiliates of sponsoring agencies.
- Excellent customer service skills required.
- Presentation skills and effective communications skills required.
- Excellent organizational skills; professionalism; ability to multi-task and pay close attention to detail; meet deadlines and ability to problem-solve and prioritize.
- Ability to work independently and as part of a team to meet deadlines.
- Must be PC proficient and have experience with Microsoft Office Suite: Excel spreadsheet layouts, Word and Outlook.

**Compensation:**

Part time: Monday through Friday 24 hours per week. Compensation is non-exempt hourly: \$14.42 per hour.

**Physical Demands and Work Environment:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to 30 pounds. While performing the duties of this job, the employee is regularly required to use hands and talk or hear. The employee is frequently required to stand; walk; sit; reach with hands and arms balance, stoop, kneel or crouch.
- Work place is a smoke- and drug-free environment.

*SCH is an equal opportunity employer and seeks to employ qualified individuals based on individual merit. SCH does not discriminate against any individual with respect to the terms and conditions of employment based on that individual’s race, sex, age, religion, color, national origin, disability, genetic information, marital status, veteran status, sexual orientation, gender identity or expression, housing status, or any other non-merit factor protected under state, local or federal laws. Equal Employment Opportunity applies to all personnel actions such as recruiting, hiring, compensation, benefits, promotions, training, transfer, termination, and opportunities for training. SCH is committed to a fair and equitable workplace where everyone is a respected and valued member of the team.*

---

**To Apply:**

Submit cover letter, resume, and three professional references to:

Jennifer Singletary via email to [jsingletary@sc4housing.org](mailto:jsingletary@sc4housing.org).

Please put your last name, first name in the Re: subject line and also indicate where you learned of the open position in your email. Position begins immediately. No phone calls please.

Please put your last name, first name in the Re: subject line and also indicate where you learned of the open position in your email. Position begins immediately. No phone calls please.