



APPLY NOW...APPLY NOW...APPLY NOW

**JOB VACANCY
AT
ILLINOIS COALITION AGAINST SEXUAL ASSAULT
ADMINISTRATIVE OFFICE, SPRINGFIELD, IL**

OFFICE MANAGER

The Office Manager provides administrative support to the Chief Executive Officer (CEO) and Chief Operating Officer (COO). The position also coordinates and manages general office administrative functions including personnel administrative support, office and equipment maintenance, and acting as the support team liaison. Tasks include coordinating work of multiple committees, assisting with preparing and submitting grant applications, maintaining ICASA's Policy and Procedures, arrange for building maintenance, oversee purchase and maintenance of all office equipment and computers, act as primary contact person with computer consultant.

Experience: Associate degree or equivalent experience and a minimum of 2 years' experience in office management and general office practices.

Skills: Excellent organizational, clerical, and proofing/editing skills. Ability to manage multiple tasks and deadlines. Good computer skills with experience in Microsoft Office products and comfort learning new computer software. Experience troubleshooting minor computer issues is an asset. Strong interpersonal skills with the ability to establish and maintain professional relationships. Ability to work with committees in coordinating agendas and meeting dates. Be familiar with sexual assault issues from a feminist perspective.

ICASA is an equal opportunity employer that values an inclusive culture. Studies have shown women, LGBTQ+ folks, and BIPOC are less likely to apply for a job unless they believe they meet every single qualification. ICASA is committed to building a diverse workforce and interested in finding the best candidate for the job. We are eager for applications from people with non-traditional backgrounds and strongly encourage all interested candidates to apply.

The position is based in Springfield. Starting salary range is \$60,000 - \$65,000. To apply, send cover letter and resume to C. Ward, Chief Executive Officer, Illinois Coalition Against Sexual Assault, 100 N. 16th St, Springfield, IL 62703, or email icasa@icasa.org. Applications will be accepted until the position is filled. EOE