



## **TITLE: Event Projects Assistant – Northern Workspace**

### **Position Overview:**

The Northern Workspace Event Projects Assistant is a key position, managing our working environment which serves Special Olympics Illinois remote team members and their event preparations. This is a varied role, but the main emphasis will be efficient and effective running of our workspace. We are looking for a well-organized and energetic individual with the ability to work unsupervised using their initiative as required and the ability and commitment to prosper in a varying work environment. This assistant position is an Entry Level Position and reports to the Senior Director - Strategic Planning Partner.

### **Primary Responsibilities:**

- Responsibilities will vary from week to week but will include the following:
- Manages the supplies and office equipment in the Northern Workspace, ensuring all office equipment is in working order and all supplies are available when needed.
- Works with the Assistant Director of Administration on ordering all supplies.
- Manages event equipment inventory, tracking use and working with remote team members to make sure event equipment is in good working order prior to and immediately following events and coordinating replacement of damaged/broken items as needed.
- Supports other team members with packing and unpacking of equipment for events and manages the overall organization and condition of the onsite warehouse.
- Serves in a receptionist role for the Northern Workspace, greeting guests, answering phones, accepting, and preparing shipments and mailings.
- Supports the Senior Director of Strategic Planning in managing the fleet of vehicles housed at the Northern Workspace by tracking mileage and service requirements as well as the overall condition of each of the vehicles.
- The primary duties of this position will take place at the Northern Workspace. Occasional in-state travel may be required for staff meetings and other major events.

### **Qualifications/Skills and Knowledge Requirements:**

- Good computer skills including experience using Microsoft Office products.
- Ability to work independently without close oversight, but also a team player who productively engages with others at varying levels of seniority within and outside Special Olympics Illinois
- High energy and passion for Special Olympics mission
- Meets all team deadlines and responsibilities, listens to others and values opinions, helps team to meet goals, welcomes newcomers and promotes a team atmosphere
- Strong organizational and time management skills with exceptional attention to detail
- Customer focus
- Good communication skills, both written and oral as well as receptive (listening)

### **Essential Functions:**

- Part-Time - Monday through Friday with occasional evenings and weekends, as position demands (20 hours/week) 10:00 a.m. – 2:00 p.m. is ideal but can be flexible.
- Tasks to be completed will be assigned, scheduled, and reviewed each week for the following week or two.
- Occasional in-state travel may be required, including some overnight and weekend travel for staff meetings and major events. As these opportunities occur, travel arrangements can be made to assist travel from the Northern Workspace to and from the meeting/event location.
- Physical mobility required: must be able to climb stairs, assist in set-up and breakdown at events,



stand or sit for long periods of time, and load and unload vehicles

- Medium work required, which involves lifting no more than 50 pounds at a time with frequent lifting or carrying of objects weighing up to 25 pounds; includes sedentary and light work
- Close visual acuity required to perform activities such as: viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines
- Based out of the Northern Workspace located at 1724 S Finley Rd, Lombard, IL 60148.
- To apply for this position, please send resume and cover letter to Dan Conley at [dconley@soill.org](mailto:dconley@soill.org).
- Offers of employment are contingent upon clear results of a background check.

### **Salary commensurate with experience.**

*Special Olympics Illinois is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, religion, creed, age, disability, sex, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, criminal conviction, and all other protected classes under federal or state laws.*