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## Administrative Assistant

Posted October 25, 2021

### Part-Time Position

**Application Deadline: Open until filled**

#### SUMMARY

Provide CFC office part-time support including order office and printer supplies; receive, oversee telephone inquiries; copy, print and scan; write letters and brief information for social media and publications; maintain office files and archives; maintain CFC's administrative forms and calendar; provide other general clerical and administrative work.

#### EXPERIENCE

- Friendly and professional demeanor. Detail-oriented.
- Previous experience in a position with office management duties.
- Excellent oral and written communication and interpersonal skills.
- Comfortable working without daily supervision and alone in the office.
- Strong computer skills, proficient in Microsoft Office Word, Excel, PowerPoint and Outlook, plus email marketing and online meeting software such as Mail Chimp, Zoom, WebEx.
- Ability to perform internet research.
- Knowledge of applications and ability to work with Neon One Software Solutions or comparable databases.
- Knowledge of conservation and history of Barrington Area organizations preferred.

#### POSITION SPECIFICATIONS

This is a part time position averaging 20-25 hours per week. Flexible hours Monday-Friday. Occasional evening and Saturday commitments assisting with events. Initial orientation to responsibilities and the organization will be provided. Hourly pay commensurate with qualifications.

#### HOW TO APPLY AND APPLICATION DEADLINES

Applications should be directed to Jim Anderson, Vice President, Citizens for Conservation. Please provide a cover letter and resume. Submit via email to: [jim.anderson@citizensforconservation.org](mailto:jim.anderson@citizensforconservation.org), or by postal mail as below.

Attn: Jim Anderson  
Citizens for Conservation  
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Lake Barrington, Illinois 60010

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