

CHICAGO HYDE PARK VILLAGE



5500 S Woodlawn Ave. Chicago, IL 60637 | 773.363.1933 | www.chpv.org | info@chpv.org

Chicago Hyde Park Village (CHPV) is a not for profit community-based membership organization that supports vibrant, healthy aging among its members and the community. CHPV has 180 members, 70 active volunteers, and two part-time staff members. It is one of approximately 300 Villages in the United States.

We are seeking a part-time **Administrative Coordinator**.

Responsibilities:

- Membership
 - Prepare and send monthly renewal reminders, follow up with non-renewed members, process renewals.
 - Welcome and orient new members. Follow up with member and/or staff as needed.
 - Assist in creating and updating membership marketing materials.
 - Maintain accurate member database.
 - Volunteer management
 - Process background checks.
 - Input volunteer information and vetting details into database.
 - Maintain communication with volunteers, triage volunteer concerns, document data collected, record volunteer hours.
 - Service Management
 - Input member requests into database and follow up as needed.
 - Add service provider data as needed.
 - Maintain and develop the contractor database.
 - Programs
 - Support in-person programs as needed, including:
 - Set up program space & A/V equipment
 - Manage registration/check in
 - Assist with clean up as needed
 - Occasionally host CHPV Zoom programs and record attendance.
 - *NOTE: We are not currently hosting in-person programs due to the pandemic. We anticipate offering some programs beginning in summer 2021.*
 - Fundraising
 - Send monthly acknowledgement letters to individual donors.
 - Support fundraising events as requested (typically annually).
 - Website
 - Provide periodic website tours/trainings to members and volunteers.
 - Update website as needed.
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Qualifications:

- Self-motivated, ability to work independently and collaboratively.
- Flexibility with schedule and assigned tasks.
- Ability to prioritize projects, strong organizational and time management skills.
- Well-developed customer service skills.
- Demonstrated ability to handle sensitive information with discretion and appropriate confidentiality.
- Computer skills including Microsoft Office, Google/G Suite, willingness to learn and use CHPV's website platform, database and new applications as needed.

Preferred:

- Demonstrated commitment to social service/not for profit work.
- Previous experience with older adults; Interest in and knowledge of community development and older adult services.

Hours: 10-15 hours per week, both remote and in-person. Occasional evenings and/or weekends.

Pay: \$18/hour, paid monthly.

To apply email a letter of interest & resume to jobs@chpv.org.