



About the Resource Center:

Resource Center is a Chicago-based, not-for-profit 501(c)(3) organization, incorporated in 1975 based on the guiding principle that we can take resources, both material and human, that society treats as waste, and develop and foster better ways to utilize those resources. Our founder and president, Ken Dunn, has made a life and career out of this work, and our twenty-five employees work hard to make that principle a reality. We believe that these efforts truly contribute toward the progress of equality, justice, sustainability, and quality of life in the urban environment.

Resource Center works in three main program areas: Residential and Commercial Recycling, Urban Agriculture, and Creative Reuse. We operate the largest not-for-profit recycling firm in the Chicago area. We have recycling collections programs, drop-off and buy-back centers, and a mobile recycling buy-back program that serves public housing residents. The City Farm, our Urban Agriculture effort, demonstrates the viability of converting vacant city land to food-producing green space. Through our Perishable Food Recovery service, we work with local stores to distribute fresh produce that does not meet their appearance standards to local food pantries and homeless shelters. We make our agricultural expertise available to gardeners, students, other farmers, and the general public. One component of our commitment to Urban Agriculture is collecting food scraps for compost from restaurants and institutions, to complete the full cycle from soil to plate and back to soil. With our Creative Reuse program, we recover materials discarded by industry and otherwise bound for landfill – paper products, construction materials, and equipment.

We try to center our programs in under-served areas, hire and train economically disadvantaged workers, foster volunteer opportunities, and provide education in reducing waste, recycling and reusing materials, and on completing the full cycle of food: growing organically, making healthy choices, and composting.

General Description:

The Resource Center is seeking an Administrative Assistant Intern to execute various administrative and business functions. The Administrative Assistant Intern will work with business office staff, as well as program supervisors and staff, to help ensure reliable and accurate record-keeping. A general familiarity with office environments and bookkeeping practices, as well as a high degree of computer literacy, will be expected.

The ideal candidate will exhibit a strong dedication to the mission and sensibilities of the Resource Center, in addition to possessing all of the qualifications necessary to carry out the work. This position is based at the Resource Center main office, 222 E 135th Place, Chicago, Illinois 60827. This is an hourly summer staffing internship, with possibilities for future full-time employment. This is a great opportunity to contribute in a meaningful way to a functioning office environment, while gaining valuable work experience.

Essential Job Functions:

- Perform analysis for entries into the accounting system
- Create and refine Excel spreadsheets to allow analyses as required
- Perform daily check deposits with remote deposit capture system
- Draft letters and other documents
- Enter data for and prepare invoices
- Enter data for semi-monthly payroll
- Assist in filing and file management
- Assist in keeping records of contributors
- Manage incoming and outgoing correspondence on general delivery email account
- Coordinate scheduling for management staff
- Attend work regularly and predictably

Other Job Functions:

- Assist in generating proposals to new customers (depending on available time)
- Perform other tasks as assigned

Qualifications/Skills:

- High-school diploma and at least two years of work toward bachelor's degree completed
- Accounting or bookkeeping experience desirable
- Excellent writing, verbal communication, analytical, and mathematical skills
- Exceptional organizational skills and time management skills
- Dedication to the Resource Center's mission of environmental sustainability
- Technical skills
 - Familiarity with commercial accounting software desirable
 - Strong background with Microsoft Office applications
 - Proficiency in both Windows and Mac environments preferred
- Ability and willingness to work flexibly in a changing non-profit environment

Accountability:

- Reports to Business Manager
- Assignments may come from General Manager or President
- Close coordination with other staff

Expected Days and Hours:

- This is a full-time, hourly position
- Monday-Friday, 8:30 a.m. to 4:30 p.m.
- This is an internship position, with an expected duration of June through August 2010. Some flexibility is possible to accommodate summer class schedules.

Anti-Discrimination Policy

The Resource Center is an equal opportunity employer that does not discriminate against any employee or job applicant based on race, color, national origin, religion, sex, sexual orientation, age, disability, veteran status, or marital status. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, termination, promotion, transfer, layoff, leaves of absence, compensation, and training.

To Apply

For consideration, please email a brief cover letter, résumé, and list of at least three (3) references to jobs@resourcecenterchicago.org, with the subject line "Administrative Assistant Intern Position."