



Administrative Assistant (Part-Time)

Job Announcement

Role Overview

About Shorefront Legacy Center:

Shorefront Legacy Center, an Evanston-based community archive with a social justice mission, is dedicated to collecting, preserving, and illuminating the rich history of Black life on Chicago's suburban North Shore. Guided by our core principles – Collect, Preserve, and Educate – we create a dynamic space for reflection, learning, and connection across communities.

An archive for the people, by the people; we safeguard narratives that have too frequently been consigned to obscurity. Through our efforts to unearth the stories of previously unrecognized community members, we breathe life into their legacies, ensuring they endure for generations yet to come.

Job Overview:

A strong (and highly flexible) administrator who will work closely with the Executive Director and other team members to support the day-to-day functioning of a small, collaborative organization. This position performs clerical tasks, manages schedules, answers phones, orders supplies etc. in a community-based organization that focuses on relationships & community building.

Who are We Looking for:

You are someone with a deep commitment within the Black community in/near Evanston. You have previously worked as an administrator, and have strong clerical skills. You don't mind rolling up your sleeves and doing any number of tasks which might include answering phones, filing paperwork, meeting with community members, data entry etc. You can roll with quick pivots and don't mind interruptions throughout the day. You have chutzpah & can follow-up as many times as needed to accomplish the task. You enjoy connecting with community members & center their needs as you complete your tasks throughout the week. You're at a point in your career where mission & flexibility matter more to you than climbing the corporate ladder. You may even have retired previously, but are looking for another way to contribute to the archive's impact in the community. You're looking to make a meaningful contribution through being a part of a small team.

Hours, Pay, Schedule & Benefits:

- 20-25 hours per week (either a 3 or 4 day work week)
- In-person only
- Pay = \$25.00/hour
- Health Insurance stipend to join Shorefront's health insurance plan

Essential Responsibilities:

Administration (80%)

- Assist the Executive Director in scheduling and coordinating meetings and appointments and in managing correspondence.
- Assist with data entry, document preparation, and file management.
- Submit and reconcile expense reports.
- Manage incoming and outgoing correspondence, including mail and email.
- Maintain office supplies, order new supplies when necessary, and ensure that office equipment is in good working condition.
- Uphold a high standard of professionalism and confidentiality in all tasks.

Community Engagement (10%)

- Help to coordinate organizational activities, including tours, events and exhibits.
- Help to schedule volunteers to work in the archives and to work on events.

Other (10%)

- Other duties as assigned

Qualifications, skills & experiences needed:

- Commitment with the mission, vision and goals of Shorefront Legacy Center
- Experience working in a nonprofit
- Strong communication and interpersonal skills
- Proficiency in Google Workspace and Microsoft Office Suite
- Excellent organizational and time management abilities
- Attention to detail and a commitment to accuracy
- Ability to work in a fast-paced environment and adapt to changing priorities

Physical Requirements:

The physical demands and work environment described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodation may be made to enable individuals with different abilities to perform the essential functions.

This position requires prolonged periods of standing, sitting at a desk and working on a computer. Requires ability to lift, carry, push, pull, or otherwise move objects up to 20 lbs. Also must be able to walk up and down stairs, and the ability to walk around the work site, as needed.

Please note: our facility is not ADA compliant at this time.

Shorefront Legacy Center is an Equal Opportunity Employer

Studies have shown that women, trans, non-binary folks, and Black, Indigenous, and People of Color are less likely to apply for jobs unless they believe they meet every single one of the qualifications as described in a job description. We are committed to building a diverse and inclusive organization, and we are most interested in finding the best candidate for the job. That candidate may be one who comes from a background less traditional to our field of work, and that's okay. We also know that gaps in experience can be filled on the job. We would strongly encourage you to apply, even if you don't believe you meet every one of the qualifications described. We want to hear from you!

Application Instructions

If you are interested in this position, please send your cover letter and resume to hire@shorefrontlegacy.org.

We encourage early applications and will carefully review all applications on a rolling basis. We do not utilize Artificial Intelligence (AI) in our hiring process, so our timeframe may be longer than what is typical. Due to the large number of applications we receive and our extremely small team, we are not able to respond to every individual and appreciate your understanding.

Please refrain from follow up emails, phone calls, or social media messages.

Timeline: we are hoping to onboard this position in May.