

Black Contractors Owners & Executives

Administrative Assistant Job Description

Overview

Formally established in 2017, Black Contractors Owners & Executives (BCOE) is a 501c (6) nonprofit organization whose mission is to build sustainable Black construction businesses resulting in the economic investment in, and overall advancement of our communities.

BCOE achieves this mission through education, mentoring, advocating and lobbying.

The organization relies on both professional staff and Board Members to achieve its objectives. The Board consists of the Executive Committee serving two-year terms (President, Immediate Past President, Vice President, Secretary, and Treasurer) and directors serving one-year terms.

Job Duties

The main role of the Administrative Assistant is to provide direct support to the Board and Executive Director by preparing, tracking, and disseminating information. It is important that the Administrative Assistant is intimately familiar with the organization and the Board in order to adequately represent the organization and provide information to general inquiries.

- Administrative
 - Send, receive, and distribute mail
 - Respond to day-to-day communications (phone calls & emails) in a timely manner and direct contacts to appropriate Board Member(s), Committee Chair(s), or Executive Director as needed
 - ☞ Schedule meetings
 - ☞ Draft written communications for the President's or Executive Director's review
 - ☞ Maintain hard copy and electronic files as appropriate
 - ☞ Update and maintain master contact directory of non-members and sponsors
 - ☞ Make sure that office space is clean and organized. (In anticipation of future office)
 - Place orders for office supplies.
 - Water plants.
 - Hire services to repair, update, maintain building as needed.
 - Ensure that sidewalk service is shoveling and salting walk. Salt sidewalk as needed.
 - Ensure that cleaning service is doing its job appropriately.
 - Work with service professionals to maintain building appropriately.

∄ Membership

- ∄ Schedule and disseminate invites for the monthly general membership meetings
- ∄ Assist in scheduling presenters for general membership meetings
- ∄ Maintain current and accurate membership directory and distribute to Board and Executive Director as necessary
- ∄ Draft and disseminate membership communication via weekly “News You Can Use”
- ∄ Answer general questions from membership and potential members and direct them to further resources as needed

∄ Executive Director & Board Support

- ∄ Assist Executive Director in preparing agendas for monthly Board meetings
- ∄ Assist Executive Director in managing schedule and tracking / prioritizing follow-up items
- ∄ Make phone calls and send correspondence on behalf of Executive Director and President
- ∄ Send out Board meeting invites with previous month’s meeting minutes
- ∄ Prepare and distribute reports to Executive Committee as requested

∄ General Events

- ∄ Order food, beverages, and supplies for events
- ∄ Set-up event invite and disseminate
- ∄ Accurately track and report RSVPs to Board weekly
- ∄ Other event coordination, as needed.

∄ Annual Fundraiser

- Set-up event invite and disseminate
- Accurately track and report RSVPs to Board weekly
- Create sponsorship payment form
- Track and report ticket sales to Board weekly
- Send weekly email blast reminders to contact list

If you are interested in this position, or have a referral, please contact or send information to admin@bcoechicago.org and your information will be forwarded to the Executive Committee in charge of hiring. www.bcoechicago.org