



Public Narrative's mission is to diversify the voices in the news. The heart of our work is about relationships: connecting the community with the media, promoting news that matters, and teaching journalists better issue reporting.

We're seeking an Administrative Assistant to ensure efficient operation of our office. This role supports our team through a variety of tasks related to organizations and communications. Functions in the role include communicating via phone and email ensuring that all administration tasks are completed accurately and delivered with high quality and in a timely manner.

Responsibilities include:

- Answering and directing phone calls
- Calendar management
- Scheduling meetings
- Database maintenance
- Writing and distributing correspondence, memos, letters, and forms
- Assisting in the preparation of regular reports
- Maintaining a filing system
- Providing general support to visitors
- Providing administrative support to marketing initiatives
- Assisting with agendas and notes for pertinent meetings
- Supporting students during and prior to scheduled workshops
- Light accounting and office financials

Qualifications include:

- A high school diploma or equivalent required
- Bilingual preferred
- Four (4) years of administrative support or other relevant experience (a plus)
- Customer service experience
- Strong time management, organizational, problem-solving and planning skills
- Flexible/adaptable to changing priorities
- Knowledge of office management systems and procedures
- Self-starter with great attention to detail and ability to multitask while prioritizing work
- Excellent written and verbal communication skills
- Proficiency in Microsoft Office Suite

To Apply:

Please submit a cover letter and resume to [jalexander@publicnarrative.org](mailto:jalexander@publicnarrative.org). Public Narrative is an equal opportunity employer. We provide equal opportunity employment to all individuals regardless of race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability status, age, marital status, or protected veteran status.

Location: 33 E. Ida B. Wells Drive, Chicago, IL 60605  
[www.publicnarrative.org](http://www.publicnarrative.org)