



## **ABOUT PREVENT BLINDNESS**

Founded in 1908, Prevent Blindness is the nation's leading not-for-profit, voluntary eye health and safety organization dedicated to fighting blindness and saving sight. Focused on promoting a continuum of vision care through all life stages, Prevent Blindness touches the lives of millions of people each year by promoting eye health, safety, early detection and treatment. As we continue our sight saving mission into the next 100 years, we are fulfilling our vision of prevention through focused attention on our core public health competencies of early detection, patient support, systems enhancement, public policy, research, public awareness, and health education.

## **THE ROLE**

We are seeking a motivated and service-oriented Administrative Assistant to join our team. Reporting to the Director of HR & Administration, the Administrative Assistant will play a critical role in front office operations and will be responsible for general administrative and functional area support, mailing, shipping, & ordering office supplies as needed, and scheduling and event planning support.

This role is hybrid, with Tuesdays, Wednesdays, and Thursdays in-office required.

## **RESPONSIBILITIES:**

### **General Administrative and Functional Area Support**

- Greet and assist all office visitors.
- Handle incoming calls, emails, and website submissions, fielding as appropriate.
- Serve as the main point of contact for all office vendors.
- Provide support to all Prevent Blindness staff as needed.
- Prepare standard monthly and quarterly reports by functional area as requested.
- Complete regulatory data entry for multiple informational systems.

### **Mailing/Shipping/Ordering Office Supplies**

- Sort all mail for distribution, accounting for checks/cash and provide accounting codes as needed.
- Ship supplies as needed for conferences, special events, and meetings; ensure adequate postage is available.
- Oversee all kitchen and office supply orders, ensure a clean office environment, and maintain a regular office cleaning schedule.

## **Scheduling and Event Planning**

- Coordinate all on-site meetings and events.
- Maintain the daily conference room schedule.
- Assist staff with scheduling as required.

## **IDEAL EXPERIENCE AND CHARACTERISTICS:**

- 1-3 years of administrative or office support experience, preferably in a front office or administrative support role.
- Associates degree or equivalent experience.
- Proficiency in computer applications and office software, including Microsoft Office Suite.
- Ability to work independently and manage multiple tasks simultaneously.
- Strong organizational skills with attention to detail and the ability to prioritize effectively.
- Excellent written and verbal communication skills.
- Ability to maintain strict confidentiality.
- Ability to sit for extended periods of time.
- Proficiency in operating standard office equipment and phone system.
- Capable of lifting up to 50 pounds.
- Fluent in Spanish (both verbal and written communication) preferred.

## **WORK ENVIRONMENT:**

- The position is in the Chicago office, requiring the candidate to be in the office at least on Tuesdays, Wednesdays, and Thursdays each week.
- The workplace is a smoke-free and drug-free environment.

**COMPENSATION:** The annual salary for this position is \$46,500-\$51,500, commensurate with the applicant's skills and experience.

**BENEFITS:** Medical, Dental, Vision, STD, LTD, 403b, Life & AD&D, Limited FSA, Identity Theft Protection, Pet Insurance, Employee Assistance Plan (EAP), Paid Time Off, Annual Wellness Days, Commuter Benefits.

Please send resume and cover letter to Kyra Vaughn at [kvaughn@preventblindness.org](mailto:kvaughn@preventblindness.org).

*Prevent Blindness is an equal opportunity employer. We evaluate qualified applicants without regard to race, color, ethnicity, ancestry, sex, sexual orientation, gender identity, marital status, parental status, religion, national origin, age, disability, veteran status, and other status legally protected by Federal, state, or local law.*

*Please note that we do not sponsor work visas for any positions. All applicants must be eligible to work in the United States without sponsorship.*

**Application Deadline: May 15, 2025**