



JOB POSTING
YOUTH SERVICES ADMINISTRATIVE ASSISTANT
TOWNSHIP OF PROVISO

The Township of Proviso is accepting applications for the full-time position of Youth Services Administrative Assistant. The ideal candidate will have the ability to communicate effectively with tact and courtesy, and perform job functions in a professional, positive and outgoing manner.

The full-time youth services administrative assistant will be responsible for processing and maintaining a payroll system for youth programs, maintain monthly, quarterly and yearly financial reports, assist in the facilitation of a vision and hearing program to parochial schools and licensed day care centers in the township. Occasionally the administrative assistant will provide support in the special administration of various youth programs, activities and community events. Support township project planning, compile data for grant management and assist with maintaining reference materials and contacts with other entities all designed to combat and prevent juvenile delinquency and meet the needs of local youth.

Work Schedule: Monday through Friday, 8:30 a.m. to 4:30 p.m.

Employment Status: Full-Time, Non-Exempt

Starting Pay: TBD

Proviso Township is an equal opportunity employer and is committed to the principle of equal opportunity in its hiring and recruiting practices. The Township uses the criteria of merit, qualifications and abilities in its hiring decisions.

To be considered for the position, please submit a completed employment application via mail or hand delivery to Mary Donahue, Deputy Clerk, Proviso Township, 4565 Harrison, Hillside, Illinois 60162. Applications are also accepted by email to Mary Donahue, Deputy Clerk at mtonahue@provisotownship.illinois.gov. Employment applications can be obtained at the front desk of the Proviso Township office at 4565 Harrison, Hillside, Illinois.

Applications are being accepted from July 20, 2020 to July 29, 2020.

Posted: July 20, 2020