



## POSITION ANNOUNCEMENT Operations Assistant

The Chicago Freedom School is a 501(c) 3 nonprofit organization founded in 2007 in the spirit of the original freedom schools in Mississippi in the 1960s, with the vision of advancing youth-led social change movements with support from adult allies. We provide programs, trainings and other nontraditional educational opportunities where young people and adults can study the work of past movements, deepen their understanding of current social problems, build new coalitions and develop strategies for change. Please visit [www.chicagofreedomschool.org](http://www.chicagofreedomschool.org) to learn more.

We are seeking an Operations Assistant to support the administrative management of the Chicago Freedom School. Reporting to the CFS Executive Director, this position will require a highly motivated individual who has strong computer skills and excellent written and oral communication skills. This position requires an individual who is detail oriented, organized, and dedicated to social justice and youth leadership. Please note, this position is 8 hours per week.

### Responsibilities

- Provide administrative support related to finance and fundraising operations
- Process thank you letters to donors
- Create Eventbrite and Facebook training registration pages when needed
- Write CFS's monthly newsletter
- Facilitate office organization, cleanliness, and maintenance, order supplies
- Update and maintain email and donor databases
- Other duties as assigned.

### Qualifications and Experience

- 3 or more years in a nonprofit, office, or school setting.
- Proficient with Microsoft Word, Excel, Google Drive and Eventbrite
- Excellent written and oral communication skills
- Detail oriented; highly organized and able to manage and prioritize tasks and projects
- Commitment to social justice and progressive movement building
- Genuine enjoyment and respect of young people at all stages of development; experience working with young people preferred

**As a small, youth-centered organization, CFS has an informal, hands-on environment where youth are encouraged to come to our space to engage, study, and be in community with CFS staff, volunteers and other youth. Typical business hours are 10-6.**

**Salary Range:** \$20/hr, 8 hours per week.

**Please send cover letter and resume to Naomi Milstein at [info@chicagofreedomschool.org](mailto:info@chicagofreedomschool.org) by September 15th. Please indicate *Operations Assistant* in the subject line. No phone calls please.**

*CFS is an Equal Opportunity Employer which does not discriminate on the basis of race, creed, color, gender orientation, age, ethnicity, national origin, sexual orientation, religion, HIV serostatus, disability, or marital status.*