



Chicago Area Runners Association  
1540 S. Ashland, Ste #201  
Chicago, IL 60608  
312.666.9836

### **Role: Administrative Assistant & Office Manager**

The Chicago Area Runners Association, CARA, is a 501(c)(3) not-for-profit organization committed to serving and advocating for the local running community. We are Chicagoland's running club, providing accessible opportunities for all runners to train, race, learn, be social and volunteer. With a growing yearly participant base of over 10,000, CARA is the nation's third-largest running club. CARA offers a wide range of programming and events, totaling over 1,300 program dates per year. CARA's four areas of focus include: Mission based programming, CARA training, CARA events and the CARA Runners' Choice Racing Circuit.

#### **Job Description:**

The "Administrative Assistant & Office Manager" will focus on day to day office operations and logistical planning and execution. Additionally, they will handle office scheduling and management of the Executive Directors schedule. Administrative duties such as phone answering, database entry and mass mailings are also responsibilities for this position. This position will also have account management and bookkeeping duties. This role reports directly to the Executive Director and will also work closely with CARA's event director.

#### **Primary duties include, but are not limited to:**

- Act as point of first contact within CARA office by answering phones and distributing incoming emails
- Manage membership services: Credits, deferrals etc...
- Assist in preparing materials and packing for all races and events as well as other mass mailers
- Assist in recruiting volunteers for CARA's mission based program, 'Go Run
- Assist Training Manager with packet mailings for training programs
- Assist Event Director with planning /operations for events
- Assist Event Director with key roles and responsibilities for events
- Works with the Executive Director to design all employee related materials such as job descriptions, organizational charts, policies and procedures, employee handbook, etc.
- Prepares materials and assists with all in-office meetings (staff, board and volunteer)
- Manages ordering, inventory and troubleshooting for all internal aspects of communication devices including but not limited to: phone, fax, copiers, computers, printers etc.
- Works closely with the bookkeeper to prepare bank deposits and prepare billing statements for payment, file invoices and mail checks.
- Manages ordering and inventory of all membership materials
- Manages ordering and inventory of all office supplies
- Makes recommendations regarding equipment and supplies, updates on cost analysis
- In office shipping and receiving

#### **CARA seeks candidates who fit these characteristics:**

- Minimum 2 years of administrative experience
- Basic knowledge of Microsoft Word, Excel, Powerpoint
- Cultural competency and sensitivity to diverse cultures, backgrounds, and communication styles
- Passion and commitment to the Chicago Area Runners Association's mission and the running community
- Is a high energy 'people person' with excellent customer service and written communication skills

- Has an attention to detail, organized, reliable, punctual, appetite for learning
- Has strong computer skills, with the ability to quickly learn new platforms
- Is professional, able to collaborate in a team environment, ability to remain calm under pressure
- Ability to work in a deadline driven environment and manage multiple tasks
- Is able to load-in and load-out process for events, including lifting items up to 50 pounds
- Has access to reliable personal transportation, insurance, and a valid driver's license

**General:** This role reports directly to the Executive Director. The position will also work closely with CARA's event director. The role is based out of CARA's office and warehouse in Chicago's Pilsen neighborhood. This is a full-time salaried position (**\$40,000**) and includes CARA's standard benefit package which includes health and dental insurance (100% covered by organization). CARA offers its staff an opportunity for a flexible work schedule outside of active programming hours. Due to the nature and timing of running events this person should expect to work outside of standard business hours, including mornings and weekends (30-35). Due to weekend work requirements, Monday is a day off for the entire CARA team. This person should be prepared for routine travel to local events, current CARA races and events include (Miles Per Hour, CARA Runners' Choice Circuit Awards Party, Lakefront 10 Miler & 5K, CARA Spring Trail Race, PUMA's Chi-Town Miles, Ready to Run 20 Miler, PUMA's Marathon VIP Experience, CARA Volunteer Appreciation Party). Additional weekend packet pickup days will also occur. The position start date is immediate.

To apply, email with subject line **"Administrative Assistant & Office Manager"** a letter of application, list of three references with contact information, and a link to applicants LinkedIn profile. In absence of a LinkedIn profile, a PDF resume will be accepted. Send application to [tim@cararuns.org](mailto:tim@cararuns.org). No phone calls or in-person delivery of applications please. Letter of application should at minimum reflect an authentic interest in and understanding of this specific role.