



Part Time Admin
Chicago Asian Americans for Environmental Justice

Job Title - Administrative Assistant
Employment classification - Non-exempt
Work hours - Part-time, 5-15 hours a week
Salary - \$25 per hour
Deadline - Priority deadline Jan 12th, 2025 at midnight

Our Organization:

Chicago Asian Americans for Environmental Justice (CAAEJ) is a group of progressive Asian Americans in the greater Chicagoland area working towards environmental justice since 2019. We center the people impacted by environmental injustice and aim to provide an Asian American voice in the environmental justice movement. We currently have three programmatic areas:

- 1) Monthly general meetings that we host virtually to educate and inform our general membership on initiative updates, general education around environmental justice, share about solidarity events, and more
- 2) Chinatown Environmental Justice Initiative (CEJI) is a project specifically oriented toward the issue of soil contamination and how it impacts home gardeners in Greater Chinatown. Central to the CEJI work is an effort to increase language access by investing in our multilingual leaders
- 3) Climate Disaster Response is a newer initiative started in 2024 in an effort to better prepare our communities for climate disaster, and push government agencies to plan more comprehensively with climate disaster in mind

PLEASE NOTE: Many of CAAEJ's meetings and events are remote due to COVID. In-person events we host usually take place outside or with masks on.

The Role:

The Administrative Assistant will be primarily responsible for supporting CAAEJ's steering committee in administrative tasks. The administrative assistant will be responsible for various scheduling, record keeping, information tracking, and grant support. This position requires strong organizational skills, communication, and an ability to keep track of multiple projects involving multiple team members.

Summary of Duties:

- Schedule general meetings, steering committee retreats, and other ad hoc meetings
- Take notes at meetings when needed
- Send reminders to steering committee members about outstanding tasks
- Compile and track member information
- Manage listserv and support on newsletter writing
- Manage retreat and event logistics two to five times a year
- Process contractor timesheets and invoice our fiscal sponsor
- Process reimbursements
- Tracking expenses and revenue
- Manage vendor relations and pay for subscriptions
- Track grants and support on grant reporting
- Meet regularly with manager
- Meet with the steering committee on a regular basis

Required Qualifications:

- Based in Chicagoland
- Prior administrative experience
- Detail oriented
- Ability to manage multiple projects and responsibilities with consistent follow-through
- Independent and self-motivated, also able to work in teams
- Strong communication and excellent writing and verbal skills
- Commitment to inclusivity, accessibility, grassroots and collective organizing, reflection, and patience

Preferred Qualifications:

- Prior non-profit experience
- Understanding of liberatory organizational practices
- High School Diploma

How to Apply

- Applicants should submit a resume, one-page cover letter, and work example to the CAEEJ steering committee at caaej.info@gmail.com with the subject line: Administrative Assistant Application.

CAAEJ is an equal opportunity employer that does not discriminate on the basis of race, color, nationality, ethnicity, disability, gender identity or expression, sexual orientation, religion or belief system, pregnancy status or related medical conditions, or any other status protected by law. People of color, people with disabilities, working-class people, and LGBTQ2IA people are highly encouraged to apply.