

Job Title	Communications Assistant
Type	Full-time
Location	Chicago (Loop)
Salary	\$30,000 - \$34,000
Start Date	September 15, 2018 or until filled
Duties & Responsibilities	• Front desk reception duties including advising walk-in applicants, answering phones and sorting and distributing mail to applicants and clients • Manage incoming and outgoing correspondence via telephone, email and social media • Provide excellent customer service to clients and administrative support to all staff • Assist in maintaining EP's social media presence • Assist in developing and distributing communications & marketing materials • Input and managing applicant data in CRM database as needed • Perform other duties as assigned
Minimum Education & Experience	• Excellent verbal and written skills, acute attention to detail, personal energy and enthusiasm • An interest in international education, and the ability to interact effectively and patiently with individuals who are not native speakers of English • A minimum of a US Bachelor's degree, or equivalent • Flexible attitude to work including willingness to work weekends and evenings in support of clients and administrative activities
Physical Demands & Working Environment	• Ability to work for extended and continued periods at a workstation • May be required to work beyond office hours
Salary & Benefits	• Salary range is \$30,000-\$34,000 per annum with excellent growth potential; higher salary start will be considered based on previous experience • We offer a comprehensive and generous benefits package
Submit Cover Letter & Resume	Email: hr@edperspective.org

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