DuPage Mayors and Managers Conference
Part-Time Office Manager (20 Hours/Week)

Are you an organized, proactive professional with exceptional writing skills who enjoys variety and thrives in a collaborative environment? The DuPage Mayors and Managers Conference (DMMC), a council of governments representing thirty-five municipalities in DuPage County, is looking for a highly capable **Part-Time Office Manager** to join our team in Oak Brook.

What You'll Do

As our Office Manager, you will play a key role in keeping our organization running smoothly. No two days are exactly alike, and you will be involved in a wide variety of responsibilities, including:

- Managing day-to-day office operations, administrative functions, and problem-solving
- Drafting, editing, and proofreading professional correspondence, reports, meeting minutes, agendas, and other communications
- Coordinating meetings and calendars
- Maintaining records, files, and office systems
- Assisting with projects and special initiatives as needed
- Providing support to our members and team

What We're Looking For

The ideal candidate:

- Has an Associate's degree (Bachelor's preferred) and 3+ years of relevant work experience
- Has **extraordinary writing, editing, and proofreading skills**
- Has experience preparing professional correspondence, meeting agendas, and minutes
- Is highly organized with exceptional attention to detail
- Enjoys working as part of a collaborative, supportive team
- Is resourceful, adaptable, and comfortable handling a wide variety of responsibilities
- Demonstrates professionalism, discretion, and sound judgment
- Can effectively prioritize multiple tasks and meet deadlines
- Is proficient with Microsoft Office and other standard office technology

Schedule & Compensation

- Part-time, **20 hours per week at $24.88 to $33.58 per hour (DOQ)**
- Paid time off, including vacation, sick, and personal time
- Primarily in-person at our office in Oak Brook
- Attendance at approximately six meetings per year outside of traditional business hours is required

How to Apply

If you enjoy meaningful work, taking initiative, and being the person who helps everything come together, we would love to hear from you. Please send a **resume, cover letter including salary requirements, 3 writing samples, and 3 professional references** to squintell@dmmc-cog.org by November 19, 2026.