



## Executive Assistant

Reports to CPO

### **Job Summary:**

The Executive Assistant reports to and provides administrative support to the Chief Program Officer (CPO), including, but not limited to, calendar management, travel arrangements, meeting and event coordination, preparing expense reports, correspondence and other tasks that facilitate the CPO's ability to effectively lead the organization or their unit.

Sensitivity to confidential matters, a high level of professionalism, tact and diplomacy is paramount.

Coordinates special projects, compiles information and completes complex reports.

### **Key Responsibilities and Duties:**

Provides highly responsible and confidential administrative work in support of the Executive Suite.

Manages the Executive's calendar and business schedule and keeps the Executive well informed of and prepared for upcoming commitments and responsibilities.

Assumes responsibility, in the Executive's absence, for ensuring requests for action or information, which would normally receive the Executive attention are made known to responsible managers or personnel who can satisfy the request. Monitors resulting activity for purposes of briefing the Executive.

Provides analytical and specialized administrative support to relieve Executive of and/or assist with complex details and advanced administrative duties.

Creates and maintains files, reviews drafts and finished documents for accuracy and grammar, including documents of a sensitive or confidential nature. Prepares materials for presentation.

Assists in coordinating activities between the agency and various outside parties including corporations, non-profit organizations, foundations, sub-grant recipients and local and state elected officials. Also assists Executive in meeting preparation.

May assist with the preparation of regular grant reports by calculating figures, entering information, collating materials and securing confidential financial data to be presented.

Makes high level contacts of a complex nature inside and outside of the agency.

Screens calls and visitors, answers questions in writing or verbally, and handles routine matters pertaining to the administration of the agency or unit. Also arranges meetings, luncheons and travel plans on the Executive's behalf.

Keeps abreast of Executive's immediate and long-term commitments and plans; identifies conflicts, flags problems for intervention and makes changes as appropriate.

Demonstrates an ability to interact with persons of all backgrounds, cultures and affiliations within all levels of government, business or non-profit entities.

Supports other Partnership team members as necessary.

Oversees special projects assigned by the Executive.

Performs other tasks and duties as assigned by the Executive.

**Minimum Qualifications:**

- Graduation from an accredited college, university with an Associate's degree or higher OR
- Three (3) to five (5) years of experience or equivalent training and experience including progressively responsible administrative roles within an executive office environment.
- Workforce Development experience preferred.
- Experience supporting a senior executive preferred.
- Experience with WIA or WIOA programs a plus.
- Advanced knowledge of the Microsoft Office Suite, including Microsoft Outlook, Word, Excel, and PowerPoint is required. Ability to act as resource for other staff.
- Bilingual skills helpful.
- Possession of a valid Driver's License and automobile insurance or equivalent ability to travel to and from work and within the entire bounds of Cook County.

## **Knowledge, Skills, Abilities and Other Characteristics:**

Thorough knowledge of specialized administrative procedures and regulations particular to area of assignment.

Knowledge of good office management principles and knowledge of supervisory and training techniques.

Excellent problem solving, decision making, interpersonal and communication (written and verbal) skills. Editing and proofreading skills are essential.

Strong organizational skills that reflect ability to perform and prioritize multiple projects with competing deadlines concurrently.

Skill and accuracy in the control, organization and maintenance of files and records.

Strong communication skills; ability to exercise diplomacy, gather information from others and make inquiries; ability to convey information and explain or discuss office policy and procedure with others in person or by telephone.

Skill in the application of complex instructions, written and verbal; ability to accurately relate such instructions in full or part to other administrative staff.

Ability to coordinate several tasks at one time and perform well under pressure; ability to fill in for and perform the duties of designated support staff, as needed; ability to relieve management of certain administrative functions.

This position may require traveling to work assignments for which the employee must provide his or her own adequate means of transportation.

The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.