
JOB DESCRIPTION

Position: **Executive Management and Administrative Coordinator**

Responsibilities

The Executive Management and Administrative Coordinator provides high-level administrative and operational support to the President, COO/EVPP and CFO, handling information requests and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls and scheduling meetings for executives. The Executive Management and Administrative Coordinator will be responsible for crafting letters and emails based on minimal information, so he or she must have excellent listening skills and the ability to be professional, clear, articulate and accurate, both verbally and in writing.

- Welcome guests and customers by greeting them, in person or on the telephone; answer all incoming calls and voicemails, directing them accordingly.
- Support the work of the President's office, COO/EVPP and CFO, including travel arrangements, scheduling and administrative concerns.
- Prepare and edit correspondence, communications, presentations and other documents with information provided.
- Take and transcribe Board and assigned committee meeting minutes.
- File and retrieve documents.
- Keep the President, COO/EVPP, CFO and Vice Presidents advised of time-sensitive and priority issues, ensuring appropriate follow-up.
- Routinely perform a wide variety of support duties including but not limited to: printing, faxing, opening mail, shipping mail/overnight packages, copying, filing and e-mail/messages.
- Schedule meetings; assist in the preparation and distribution of meeting agendas and materials.
- Prepare, reconcile and submit expense reports for President, COO/EVPP and CFO.
- Maintain confidential and sensitive information.
- Serve as the primary support personnel to the President, COO/EVPP and CFO.
- Maintain office and kitchen supplies by checking stock to determine inventory level; anticipating needed supplies.
- Input required data/files for various grant/investor applications.
- Perform other duties as assigned.
- Execute special projects assigned by the President, COO/EVPP or CFO.

Nature & Scope of Working Relationships

The Executive Management and Administrative Coordinator position requires maintenance of working relationships with fellow team members; President, COO/EVPP, CFO, various Vice Presidents and the Director of Operations; the Board of Directors and its committees; other public/private sector institutions; and peers in the field of community development. The Executive Management and Administrative Coordinator reports to the President.

Major Challenges/Performance Measures

The major challenges of this position are to provide superior customer service to staff and outside parties while handling multiple projects at one time.

Performance measures include: outstanding customer service, being well organized, excellent communication skills and positive teamwork with staff, Board and the public.

Qualifications

The Executive Management and Administrative Coordinator will possess the following:

- At least 3 years of experience as an Executive Assistant and/or Administrative Coordinator at the executive level
- Superior oral communication skills; sophisticated telephone presence and skills required
- Excellent writing, grammatical and proofreading skills required
- Proficient computer skills and in-depth knowledge of relevant software such as Microsoft Office
- Professionalism, eye for details, strong organizational skills and very personable
- The ability to multitask and prioritize daily workload
- Demonstrated project management and problem-solving abilities
- Ability to work independently as well as within a team-oriented, fast-paced environment with rapidly changing priorities
- Exemplary interpersonal skills
- Strong focus on ethics and integrity; dealing appropriately with sensitive and confidential information
- Excellent typing skills (60 wpm+), with a superior level of accuracy
- Exemplary planning and time management skills
- Experience interacting effectively with staff members at all levels and Board members
- Ability to work with minimal supervision and exercise independent judgment and tact required

Minimum educational requirement: Degree in Business Administration or equivalent qualification/experience preferred.

Work Conditions

Majority of time is spent indoors in an office atmosphere. Occasional local travel may be required. While performing the duties of this job, the employee is regularly required to sit, use hands, talk and hear. This position requires occasional standing, walking, kneeling and crouching. This employee must occasionally lift and/or move up to 25 pounds.

It is the policy of the Chicago Community Loan Fund not to discriminate against any applicant for employment, or any employee because of age, color, sex, disability, national origin, race, religion, marital status, sexual orientation, gender identity or veteran status.

Please send resume to: jobs@cclfchicago.org.