

# Partner Employment Opportunities Announcement

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| <b>Job Title:</b>   | Executive Assistant  | <b>Job Category:</b>  | Admin/Office/<br>Customer<br>Service             |
| <b>Location:</b>  | Chicago, IL  | <b>Position Type:</b> | Full-time (Executive Assistant)<br>With Benefits |
| <b>Applications Accepted By:</b>  | Please direct interested candidate(s) to contact:<br>Ahmad Sanders<br><a href="mailto:Ahmad.Sanders@ywcachicago.org">Ahmad.Sanders@ywcachicago.org</a><br>(773) 364-0794 |                       |  |
| <p><b>Executive Assistant</b></p> <ul style="list-style-type: none"> <li>• Heavy calendar management - manage meetings, travel, out of office, important company meetings, and special events.</li> <li>• Plan events for company leaders including creation and distribution of notices, agendas, and meeting materials, as well as arrange details and coordinating logistics, etc.</li> <li>• Prepare and edit correspondence, communications and other team and company-wide messages; make independent decisions regarding level of priority.</li> <li>• Capture action items from meetings and distribute to stakeholders.</li> <li>• Prepare and track expense reports.</li> <li>• Develop and assist with preparation of presentation materials.</li> <li>• Ad hoc internet research and summarization</li> </ul> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Self-starter: can take even the smallest project and run with it to successful completion</li> <li>• Learn fast: Able to quickly learn to navigate current and new systems, processes and procedures</li> <li>• Attention to detail is your thing! You got the skills to meticulously and diligently prepare and review emails, schedules, expense reports, meeting materials, etc. and ensure accuracy.</li> <li>• Professionalism – able to handle highest level of confidential information.</li> <li>• Computer Skills – Proficient in Microsoft Office. Excellent formatting skills required. Must be comfortable and capable performing internet research and identifying reliable sources of material, as well as learning new software and skills.</li> <li>• 2-3 years of related experience</li> <li>• College degree preferred with college coursework or related experience in business, accounting, or finance preferred, but not required.</li> </ul> |  |                       |  |
| <b>Approved By:</b>   | Director of Workforce<br>Development   | <b>Last Updated:</b>  | 5/2/2019   |