



Special Assistant to the CEO

Reports to Chief Executive Officer (CEO)

Job Summary

The Special Assistant is responsible for supporting the CEO through a combination of project management, writing and editing, research, and high level administrative and relationship support functions. Coordinates special projects, compiles information and completes complex reports and analysis. Works independently or with senior leadership. Interfaces with external stakeholders including senior representatives of state, local or federal government agencies and/or private sector companies. Sensitivity to confidential matters, a high level of professionalism, tact and diplomacy are paramount.

Key Responsibilities and Duties

Manages internal and external special projects in coordination with other departments and/or organizations on behalf of the CEO.

Researches and prepares materials, policy briefings, talking points, speech drafts or presentations and proposals on a variety of workforce development matters for key internal or external audiences.

May schedule, prepare materials and notes, and ensure follow-up for various stakeholder meetings including staff, Board or other meetings.

Drafts and edits various documents including internal/external correspondence. Creates and maintains files, reviews drafts and finished documents for accuracy and grammar, including documents of a sensitive or confidential nature.

Participates in meetings, taskforces and workgroups both internally and externally on behalf of the CEO.

Coordinates with the Executive Assistant to the CEO to manage the CEO's Office;

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

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

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.

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.

Keeps abreast of Executive's immediate and long-term commitments and plans; identifies conflicts, flags problems for intervention and corrects course 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, particularly executive-level staff as necessary.

Oversees special projects assigned by the Executive.

Performs other tasks and duties as assigned by the CEO.

Minimum Qualifications:

- Bachelor's degree from accredited college or university OR equivalent 5+years' experience in a fast-paced, large non-profit or public or private sector organization supporting an executive-level individual or team.
 - Significant Project Management experience on behalf of senior executive.
 - Superior research, analytical, planning, organizational skills, and detail-orientation
 - Strong customer-service orientation
 - Ability to manage multiple projects, and competing priorities while adhering to deadlines
 - Excellent oral and written communication skills
 - Ability to work independently, exercise mature professional judgment, and use discretion;
 - Comfortable in team-oriented environment based on open, transparent, continual communication, information sharing and inclusive decision-making;
 - Must be open to feedback and professional development
 - Capable of "managing up" to ensure deadlines are met and priorities kept
 - Must demonstrate utmost integrity; respect for confidential information
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- Advanced knowledge of 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 principles of project management;

Knowledge of good office management principles, 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 concurrently prioritize multiple projects with competing deadlines;

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

Strong communication skills; ability to exercise diplomacy, gather information from others, make inquiries and synthesize information; ability to convey information and explain or discuss organizational 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 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 staff, as needed; ability to relieve management of certain key 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.