BOARD SECRETARY (PART-TIME)

Job Summary:
The Board Secretary is responsible for coordinating all activities of the Chicago Cook Workforce Partnership’s (The Partnership) Board of Directors and the Workforce Innovation Board’s Board of Directors (WIB) and committees thereof. The Board Secretary engages with a broad array of stakeholders, policy makers, federal, state and local agencies to ensure effective implementation of the Workforce Innovation and Opportunity Act’s (WIOA) governance requirements.

Responsibilities:
• Works with WIB/Board Co-chairs and Partnership leadership to organize meetings of the WIB, the Board of Directors, and committees.
• Assists the WIB in executing its duties and responsibilities as described in WIOA, state policy and local bylaws.
• Prepares and disseminates agendas and meeting materials.
• Works with IT and facilities staff on setting up physical, virtual, and hybrid meetings.
• Attends WIB and Partnership Board and committee meetings, ensures that committee meetings adhere to established protocols, maintains all records pertaining to meetings including attendance, quorum, minutes, and outcomes.
• Responds to member requests for information, data, or policy guidance.
• Works with co-chairs to facilitate a smooth transition from out-going members to incoming ones.
• Maintains the State of Illinois’ Local Workforce Area Contact System (LWACs) for all WIB and staff and agency contacts.
• Assists the local chief elected officials (the President of the Cook County Board of Commissioners and the Mayor of Chicago) and/or their designees including the Chief Executive Officer of The Partnership and/or representative of the President’s and Mayor’s offices in executing the duties per WIOA.
• Perform all related duties and responsibilities as assigned

Required Skills:
• Excellent verbal and written communication skills.
• Attention to detail and strong organizational abilities.
• Excellent time management skills with a proven ability to meet deadlines.
• Ability to function well in a high-paced and at times stressful environment.
• Ability to handle sensitive information and maintain a high standard of confidentiality.
• Proficient with Microsoft Office Suite.
Education and Experience:
- Bachelor's degree in Business Administration, Public Policy, or a related field
- Professional administrative experience required
- Workforce development or board liaison experience preferred

Physical Requirements:
- Frequently required to utilize hand and finger dexterity using a keyboard
- Frequently required to talk or hear