

## **JOB DESCRIPTION**

**Title:** Administrative Assistant  
**Department:** Smart Chicago Collaborative  
**Reports to:** Executive Director  
**FLSA Status:** Non-exempt  
**Job Grade:** 105

### **Job Purpose:**

Provide assistance to the Executive Director. Provide support and coordination to Smart Chicago team members, as well as consultants, partners, and Advisory Committee members.

### **Job Duties:**

- Manage Executive Director's calendar and schedule appointments;
- Research various subject matters that are important to the organization and prepare reports;
- Research and build contact databases for various constituencies of the organization;
- Work with various functions of the Trust (grants, finance, human resources, etc.) to prepare and send outbound communication (grant checks and correspondence, payments, and consulting agreements, for instance);
- Read and route incoming mail and maintain correspondence files;
- Answer and screen incoming calls and respond independently or direct to others in the department;
- Compose and type correspondence, reports, and other complex documents;
- Maintain correspondence and files for selected community-focused funds/initiatives, financial partners, and consultants;
- Create and maintain database and spreadsheet files;
- Manage and create materials for quarterly Advisory Committee meetings;
- Coordinate administration of selected affiliate group meetings, including all correspondence, arrangements, agendas and minutes. Take notes at meetings, as appropriate;
- Maintain departmental procedure handbook;
- Assist with preparing and maintaining budgets;
- Manage special projects and programs for the Executive Director. Handle other administrative duties as assigned;
- Arrange travel plans and itineraries, and compile documents for travel-related meetings and process expense reports;
- Order and maintain department supplies. Process invoices;
- Coordinate office moves with facilities manager;
- Event planning for in-town functions;
- Serve on various internal and interdepartmental committees as needed;

*This description should not be construed to contain every function or responsibility that may be required to be performed by an incumbent in this job. Incumbents are required to perform other related functions as assigned.*

**Job Qualifications:**

- High school diploma or equivalent;
- One to two years of related experience;
- Exceptional attention to detail;
- Excellent Microsoft Office skills (Outlook, Word, Excel and Power Point);
- Excellent Web skills and an outsized interest in technology;
- Excellent written communication skills: proofreading, composing and editing;
- Excellent organizational skills and ability to prioritize, multi-task and work independently;
- Ability to interact effectively with clients, board and staff of the Smart Chicago Collaborative;
- Ability to maintain confidentiality;
- Good basic math skills;
- Database experience preferred;
- Willingness to work as a team member;
- Ability to work overtime as needed.

**About the Smart Chicago Collaborative**

As a significant new center of gravity for civic leadership and investments, the Collaborative will build long-term capacity to help Chicago and its neighborhoods realize the transformative potential of information technology. Structured as a donor-advised fund, the Collaborative will cultivate broad civic support and raise and invest funds to support innovative programs and policy change efforts. The Collaborative is governed by an Advisory Committee composed of its founders – the City of Chicago, John D. and Catherine T. MacArthur Foundation and the Trust – with guidance from an Advisory Committee of local and national civic leaders and technology experts.

The Collaborative is a staffed initiative housed at the Chicago Community Trust.

**Contact:**

Interested individuals should submit cover letter, resume, salary history, and names of references to: [resumes@cct.org](mailto:resumes@cct.org).

**NOTE: Please enter “Administrative Assistant- Smart Chicago” in the subject of the email.**

Posting Date: April 9, 2012

Deadline: April 30, 2012