

Job Description: Executive Assistant to the CEO

Status: Full time, Exempt

Reports to: CEO

Currently Supervises: N/A

Schedule: 8-hour shift | Mon-Fri

Work Location: In person.

Salary Range: \$45,000 – \$50,000

Our Mission

Lincoln Park Community Services (LPCS) brings communities together to empower individuals facing homelessness and poverty to secure stable housing and make sustainable life changes.

Job Summary

The Executive Assistant to the CEO is responsible for providing comprehensive support to the CEO and Board of Directors as needed. This dynamic position requires the ability to anticipate needs, think critically, and offer solutions to problems with a high level of professionalism and confidentiality. The successful candidate will be committed to the mission of LPCS and excited for the opportunity to leverage their organizational and interpersonal skills in support of our work in a position that provides visibility and support into strategic and programmatic decision making.

Responsibilities

- Serve as the primary point of contact for the CEO, often responsible for acting on their behalf with key stakeholders and partners, including the board, volunteers, partners, donors and staff
- Communicate on behalf of the CEO, including drafting correspondence and remarks as needed
- Proactively cultivate and steward relationships with key stakeholders and partners
- Manage data entry and follow through for new and existing relationships of the CEO
- Manage the CEO's calendar and all scheduling, including preparation of materials

- Schedule all appointments and meetings with internal and external stakeholders and make all travel arrangements
- Provide oversight to the organizational calendar of activities for CEO related responsibilities
- Provides high-level administrative support and assistance to the CEO by preparing communications, such as memos, emails, invoices and reports; write and edit documents
- Schedules and attends meetings on behalf of CEO, taking notes for follow up and recording minutes.
- Receives and reviews all incoming communication for CEO and determines priority, and summarizes and/or distributes contents to appropriate staff for action
- Performs additional duties as assigned by CEO

Qualifications

- Bachelor's degree in Business Administration or a closely related field is preferred.
- A minimum of two to four years in a related role.
- Proven experience in an executive support capacity is essential.
- Exceptional writing abilities and meticulous attention to detail.
- Highly adept in managing tasks in a fast-paced environment, with a strong capability to multitask and meet strict deadlines.
- Skilled in functioning as a gatekeeper, effectively escalating important information and tasks as needed.
- Independent and proactive work ethic, capable of minimal supervision and quick adaptation to meet the CEO's needs.
- Strong interpersonal skills, displaying professionalism and positivity in public-facing roles; comfortable interacting with individuals from diverse backgrounds.
- Effective in managing by influence and building robust external and internal relationships.
- Discretion in handling confidential information.
- Resilience and adaptability when handling multiple projects in potentially high-stress situations.
- Extensive knowledge in office administration, clerical procedures, and recordkeeping systems.
- Proficiency in typing, with a minimum speed of 50 words per minute.
- Expertise in Microsoft Office Suite (Excel, Outlook, Word) and the ability to quickly learn new or updated software, such as Raiser's Edge.
- A personal commitment to addressing homelessness in Illinois.

- Capacity to provide and accept timely feedback, fostering a constructive work environment.

Equal Employment Opportunity Statement

Lincoln Park Community Services (LPCS) is an equal opportunity employer. LPCS does not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law. All aspects of employment including the decision to hire, promote, discipline, or discharge will be based on merit, competence, performance, and organizational needs. Our goal is to be a diverse workforce that is representative of those we serve.

Other Considerations

NOTE: *This job description is not intended to be all inclusive and employees may perform other duties as assigned.*

Benefits

- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance