

## **JOB DESCRIPTION**

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Job Title: Assistant To CEO  
Department: Executive  
Reports To: CEO  
Date: April 2025

### **SUMMARY**

This is a part-time, hybrid Executive Assistant to the Chief Executive Officer role located in Schaumburg, IL. The Executive Assistant will be responsible for providing high-level executive administrative support, reconcile expense reports, maintain confidential board files and records, assist with travel arrangements, coordinate employee meetings, and offering general administrative assistance to the CEO on a day-to-day basis.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following

#### **Assistant to CEO**

- Gain an understanding of CEO duties and responsibilities; company procedures, partnerships, members and vendors; responsible for organizing the work through CEO office;
- Thoroughly understand mission, vision and core values of the organization.
- Oversee day to day activities with CEO; screening calls; managing calendars;
- Schedule CEO appointments, make travel and coordinate arrangements for meetings and conferences;
- Liaison to leadership team and other direct report of CEO;
- Schedule, manage and prepare monthly employee meeting agenda's;
- Accurately, compose emails, letters and other correspondence from time to time;
- Coordinate monthly employee meetings;
- Maintain and reconcile monthly expense reports for entire team;
- Manage the relationship with the building;
- Maintain office supplies for 1891 team;

#### **Board Responsibilities**

- Accurately assemble confidential information for quarterly board packages with CEO;
- Work with all board committee chairs and Board President;
- Assist with accommodations and travel arrangements for all members of the Board of Director when necessary;
- Maintain highly confidential board files, records and minutes;
- Thoroughly understand the board policies, charters and bylaws;

#### **Administrative Outreach & Engagement (membership) activities**

- Facilitate and reconcile monthly, quarterly and annual Outreach & Engagement (Fraternal) reports;

- Facilitate all aspects of the Scholarship and Grant programs;
- Complete Annual Outreach & Engagement Audit with the accounting department
- From time to time respond to member's inquiries and direct them to department for resolution;
- Update and write new processes and procedures;
- All other duties as assigned by the CEO

## **QUALIFICATIONS & SKILLS**

- Exhibits discretion in decision-making and interactions, trustworthy handling confidential and sensitive communication
- Demonstrates strong attention to detail and ensures accuracy in correspondence and document preparation
- Ability to manage and prioritize tasks efficiently and be flexible as the needs of the organization change

## **Education and Professional Experience**

- Five or more years in senior level administrative support role. Prefer experience with the senior executives and board members.
- Fraternal organization or other not-for-profit experience very helpful
- Strong technical proficiency in MS Office products (Outlook, Word, Excel and PowerPoint) and Adobe Acrobat, basic knowledge of social media apps, and able to learn new software applications with relative ease.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **COMMUNICATION SKILLS**

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Requires strong computer and internet research skills, flexibility, excellent interpersonal skills, excellent written and verbal communication skills, project coordination experience, and the ability to work well with all levels of internal management, staff, members of the Society and external partnerships and vendors.

Successful candidates must possess a strong work ethic and be a self-starter who enjoys working in a small, entrepreneurial environment that is mission-driven, results-driven and community-oriented. Handle confidential information with discretion at all times.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is constantly required to sit and use hands to operate telephone, type and operate computer and mouse. The employee is frequently required to talk, hear, and bend and twist neck. The employee may occasionally lift and/or move up to 10 pounds and rarely lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and distance vision.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is in a typical office environment.
- The noise level in the work environment is usually moderate, but occasionally noisy.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_