



Illinois Coalition for Immigrant and Refugee Rights
Position Announcement

Title: *Executive Assistant to the CEO*

The Illinois Coalition for Immigrant & Refugee Rights (ICIRR) is a coalition of more than 130 member organizations that works through its membership (community organizations, labor unions, religious institutions, social service agencies, ethnic associations, etc.) to build power and advance a pro-immigrant platform at local, state, and national levels. The ICIRR mission is to promote the full and equal participation of immigrants and refugees in the political, civic and economic life of our diverse society. In partnership with our member organizations, ICIRR educates and organizes immigrant and refugee communities to assert their rights; promotes citizenship and civic participation; monitors, analyzes, and advocates on immigrant-related issues; and, informs the general public about the contributions of immigrants and refugees.

We have a strong team with a diverse range of skills and an even more diverse range of nationalities and life experiences. As a mission-driven, justice organization, we hold ourselves to high standards, and we take our work very seriously. We know that if we do our jobs well, people from our communities will suffer less and have more opportunity to build the kind of lives they want for their families.

Position Summary: ICIRR is seeking an Executive Assistant who will provide personal administrative support and assistance to the Chief Executive Officer and ICIRR as an organization. The Executive Assistant reports to the Chief Executive Officer and works closely with the Development Director on Board and other issues that are in the CEO/Executive Director's sphere.

The Executive Assistant provides proficient clerical and administrative assistance to the CEO. This staff member is a confidential employee, and so must be able to maintain the highest level of discretion and confidentiality.

Specific Responsibilities:

- Provides intensive calendar management and scheduling for the CEO and responding to routine correspondence.
- Review, screen and prioritize all incoming correspondence, providing a summary to the CEO; responding on the CEO behalf when appropriate.
- Assists the CEO with preparation of materials for meetings and presentations and reports
- Organizes CEO travel arrangements
- Coordinates communication and preparation of materials for all Board meetings,

Executive Committee meetings and direct report staff.

- Manages CEO business documentation and files
- Enter CEO contact in the database and keep timely records of all interactions.
- Help coordinate funder and donor meetings
- Ensure timely and personal thank you for contributions made by CEO contacts
- Project Management: provide strategic thinking on special projects as assigned, managing directly or other staff for completing priorities with a proactive mindset

Additional Organizational Duties:

- Actively participate in all Staff Meetings
- Assist with ICIRR actions and events
- Assists with organizational membership management
- Makes and confirms arrangements for meeting space
- Assist with maintaining ICIRR Calendar of events

Qualifications: We are looking for someone who is reliable, diligent, and detail oriented. The Executive Assistant must be flexible and ready to shift focus as needed. Additionally:

- Able to prioritize and manage multiple projects simultaneously, and follow through on issues in a timely manner.
- Four year college degree.
- Bilingual language capacity strongly preferred, especially Spanish.
- Advanced Microsoft Office skills a must; Salesforce data management experience a plus
- At least three (4) years work experience as an Executive Assistant
- Excellent interpersonal and writing skills
- Superior organizational skills and task-driven
- We seek to hire people with deep experience living or working in immigrant communities, especially immigrants themselves and the children of immigrants

Salary: Commensurate with experience and qualifications, plus a generous benefit package

ICIRR is an equal opportunity/affirmative action employer.

To apply: send cover letter with your resume, and names with affiliation of two (2) professional references to jobs@icirr.org. No phone calls, please.