

**POSITION:** Special Assistant

**TEAM:** External Relations and Communications

**REPORTS TO:** Vice President, External Relations and Vice President, Communications

Reporting jointly to the Vice Presidents for External Relations and Communications, the Special Assistant provides high-level administrative and project support, ensuring the Vice Presidents are organized and prepared for all Chicago Council activities. The Special Assistant serves as a primary point of contact for staff, board members, high-level donors, corporate executives, vendors, and other external stakeholders, manages the Vice Presidents’ calendars, makes travel arrangements, prepares and distributes meeting materials, manages all accounting reconciliation, and assists with other office support activities. The Special Assistant also supports and/or executes special tasks/projects.

**RESPONSIBILITIES**

Responsibilities include, but are not limited to:

* Serve as principal support to the Vice Presidents, ascertaining the nature of the business and personally handling requests for routine information and directing other inquiries to the appropriate staff, and anticipating and proactively addressing issues for the Vice Presidents
* Complete a broad variety of administrative tasks for the Vice Presidents including: managing active calendars of meetings, conference calls, and travel; completing expense reports and other accounting/budgeting reconciliation; composing and preparing correspondence; arranging detailed travel plans, itineraries, and agendas for domestic and international travel; and handling logistics for the Vice Presidents’ meetings and calls
* Support and execute varying special tasks and projects, including creating PowerPoint presentations with complex graphs, Excel spreadsheets, and other documents; conducting research and compiling mailing lists; partnering with Vice President, External Relations on tasks related to GLAD (Council’s premier, annual fundraising dinner)
* Research, prioritize, and follow up on incoming inquiries addressed to the Vice Presidents and determine appropriate course of action, referral, or response; preemptively prepare the Vice Presidents by advising them of cross-organization information and any pertinent external information
* Manage the information flow in and out of the Vice Presidents’ offices (e.g., answering, directing, and organizing telephone calls, directing incoming mail, drafting outgoing correspondence, producing itineraries and schedules, maintaining files and records, etc.)
* Attend weekly team meetings, take notes, and track action items
* Handle meeting logistics and prepare required materials; research and acquire relevant information about people and organizations with whom the Vice Presidents are scheduled to meet; reserve/set up/break down conference rooms for meetings and arrange for refreshments
* Occasionally assist at the front desk to relieve Reception and Database Services Assistant in meeting/greeting Council constituents and handling incoming calls
* Provide support at Council events approximately 3 – 4 times monthly (registration, ushering, etc.), requiring some evening and early morning hours
* Perform other projects as assigned

**QUALIFICATIONS**

* A bachelor’s degree and 2+ years of experience as an assistant or project manager; demonstrated interest and/or background in fundraising/development, communications, international affairs, or public policy a plus
* Ability to work effectively and efficiently under pressure in a fast-paced, demanding environment with conflicting and changing priorities; juggle multiple tasks and requests in a mature and calm manner
* Excellent organizational and multi-tasking skills with the ability to meet tight deadlines
* Precise oral and written communications skills; keen attention to grammar and punctuation
* Superior computer skills, including extensive knowledge of and experience using MS Office: Word, Excel, PowerPoint, and Outlook (MS Office 2010/2013 version preferred)
* Superb interpersonal skills with the ability to communicate with people at all levels using courtesy and discretion
* Great initiative and a proactive spirit (e.g., the ability to anticipate the Vice Presidents’ needs)
* Collaborative team player

**The Chicago Council on Global Affairs** is an independent, nonpartisan organization that provides insight – and influences the public discourse – on critical global issues. We convene leading global voices and conduct independent research to bring clarity and offer solutions to challenges and opportunities across the globe. Founded in 1922 and located in the global city of Chicago, the Council on Global Affairs is committed to engaging the public and raising global awareness of issues that transcend borders and transform how people, business, and governments engage the world. Learn more at thechicagocouncil.org and follow @ChicagoCouncil.

**TO APPLY**

Please email a cover letter and resume as Word documents to hr@thechicagocouncil.org. You can also apply via the Council’s website at [www.thechicagocouncil.org](http://www.thechicagocouncil.org) in the Career Opportunities section.