



Position

Administrative Assistant

Vision and Mission

The Chicago Loop is a vibrant global business center and world-class destination. To secure this vision, [Chicago Loop Alliance](#) leads the community by creating and supporting inclusive programs that attract people and investment to the Loop. CLA carries out its mission through enhanced services, advocacy, placemaking, and economic development with the support of its marketing efforts and membership base.

Job Summary

The Administrative Assistant is a full-time position that performs reception duties and provides day-to-day administrative support to CLA staff with a focus on executive, operations, and financial functions.

The Administrative Assistant is responsible for maintaining the daily administrative and operational needs of a well-functioning office, including but not limited to answering phones, greeting guests, ordering supplies, calendar scheduling, meeting preparation, corresponding with IT consultants, interfacing with building management, project managing tasks as needed, finance and operations project execution, and supporting the CFO and CEO in an assistant capacity, as well as other staff (as needed).

This position will support two executives, with intersecting/overlapping responsibilities at a small, not-for-profit organization. This position requires an extremely high degree of organizational and communication skills, and the ability to handle an environment with rapidly shifting demands.

Chicago Loop Alliance is committed to fostering an inclusive work environment. We do not discriminate based on race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, disability, or any other status or characteristic protected by applicable federal, state, or local law.

We strongly encourage applications from minorities, women, individuals with disabilities, and all other qualified job seekers. If you require reasonable accommodation in completing this application, interviewing, or otherwise participating in the employee selection process, please direct your inquiries to [\[Michael Edwards, resumes@ChicagoLoopAlliance.com\]](mailto:resumes@ChicagoLoopAlliance.com).

Reports to: President & CEO and Chief Finance Officer

Working with us

As a member of the Chicago Loop Alliance team, you will be part of a tight-knit, collaborative work culture. CLA runs on a small but mighty staff, providing opportunities to try new things and grow in many directions. Senior leadership is accessible and supportive, and you can take pride in working for an organization that emphasizes diversity and inclusivity. The well-connected network of Chicago Loop Alliance member and partner organizations allows you ample opportunity to connect and network with influential individuals from all industry sectors in the Chicago Loop district and beyond. Happy hours are not uncommon; friendships outside of the workplace tend to flourish; and open communication is encouraged. Being part of CLA means working hard but feeling great about your impact at the end of the day.

We ask that each Chicago Loop Alliance staff member serves as a thought leader within the marketplace and among members of the general public, ensuring that the articulation of CLA's desired image and position, both internally and externally facilitates the organization's growth in profile and impact.

All Chicago Loop Alliance staff is required to work in office five days a week.

Responsibilities

- Provide excellent customer service for CLA stakeholders and members
- Provide front desk and phone coverage, greeting visitors, handling routine inquiries, and directing calls as necessary
- Maintain daily administrative tasks of a well-functioning office
- Maintain files, reports and records and keep track of employee's PTO
- Perform data entry tasks to record and update information
- Prepare meeting logistics, space, materials, and write/edit monthly meeting minutes
- Manage CLA's internal and public calendars and assist with meeting and appointment scheduling
- Manage all mailing, shipping, office supply ordering/stocking, facilities management, equipment, and errands
- Communicate with IT contractor(s) and staff regarding technological needs of Chicago Loop Alliance, serving as point person, and project managing ongoing projects and upgrades as needed
- Assist and execute finance and operations projects as needed
- Interface with building management and leadership on issues of office cleaning and maintenance
- Support CLA staff efforts around off-hour events such as the Annual Meeting, LoopedIn networking events, and Annual Gala
- Complete assistant duties as assigned to support both the Chief Financial Officer and the President & CEO and other duties as assigned

Qualifications:

- Interest in urban development, arts, culture, and entertainment
- 2 years proven office management, administrative or assistant experience
- Skilled in using the Microsoft Office 365 suite of products (Outlook, Word, Excel, PowerPoint), Quickbooks, Growth Zone/Chamber Master (other CRM), calendaring, and managing virtual meetings (Teams and Zoom)
- Highly organized and detail oriented
- Excellent interpersonal skills both in person and by phone, with high professionalism and customer service
- Demonstrated ability managing multiple tasks in an environment with frequent interruptions, changing priorities, and tight operating deadlines
- Demonstrated ability to anticipate executive needs and be proactive and resourceful
- Data entry experience
- The person in this position needs to occasionally move about inside the office to access file cabinets, office machinery, etc.

Compensation

Salary: \$48,000 - \$55,000

Benefits: Medical, dental, vision, and life insurance; holidays, vacation, sick, and personal time; employer contributed 401(K); transit benefit program; partial cell phone plan reimbursement; and annual Divvy membership available

To Apply & Timeline

Close Date: Friday, January 3, 2025

Contact: Please send your cover letter and resume with the subject line "ADMINISTRATIVE ASSISTANT" to resumes@chicagoloopalliance.com. Include how and where you learned of this position in your cover letter. Applications accepted until filled (no phone inquiries please).

For additional information about Chicago Loop Alliance visit <http://loopchicago.com>.

Anticipated Start Date: January 20, 2025