

Governor's Office of Early Childhood Development
Position Description
Executive Assistant

The Governor's Office of Early Childhood Development (GOECD) leads the state's initiative to create an integrated system of quality early learning and development programs to support Illinois' vision:

We envision Illinois as a place where every young child – regardless of race, ethnicity, income, language, geography, ability, immigration status, or other circumstance – receives the strongest possible start to life so they grow up safe, healthy, happy, ready to succeed, and eager to learn.

The Executive Assistant will provide day-to-day support to the Acting Executive Director and administrative support to ensure efficient operation of the Illinois Early Childhood Interagency Team (IAT), Preschool Development Grant Birth Through Five (PDG B-5) Renewal Grant, the Early Childhood Construction Grant Program, among other initiatives/programs.

Reports to: Acting Executive Director

Essential Duties and Responsibilities

- Organize and schedule appointments for the Acting Executive Director.
- Compose and prepare correspondence, reports, and presentations to support the Acting Executive Director.
- Plan meetings, provide logistical support, and take detailed minutes to support executive functions of the IAT, PDG B-5 Renewal Grant, Early Childhood Construction Grant Program, among other initiatives/programs.
- Assist in the preparation of scheduled reports for the PDG B-5 Renewal Grant and the Governor's Office.
- Coordinate office projects in collaboration with the Business Manager to achieve efficient office flow and employee productivity, including training, supplies, office equipment, maintenance and repairs, housekeeping, and office maintenance/management.
- Develop and maintain filing systems to support GOECD programs and PDG B-5 activities.
- Book travel arrangements.
- Submit and reconcile reimbursement requests.
- Act as the point of contact for external partners, including state agency representatives.
- Other duties as required or assigned by the Acting Executive Director.

Qualifications and Requirements

- Bachelor's Degree preferred
- 5+ years of hands on administrative and/or executive support experience
- 2+ years of project management support
- Knowledge of office management systems and procedures, such as Webex, Microsoft Teams, and Zoom to support virtual meetings
- Advanced computer skills including proficiency in Microsoft Office Suite

Competencies

- Commitment to the GOECD's vision and mission
- Excellent time management skills and the ability to prioritize work
- Strong organizational skills with the ability to multi-task and pay attention to detail

- Strong interpersonal, problem-solving, and leadership skills
- Ability to communicate with diverse stakeholders both orally and in writing
- Ability to work in a collaborative, fast-paced environment both in-person and remotely

This position is contractual and time-limited to the grant period with the possibility to extend.

Send Cover letter and Resume to: Governor's Office of Early Childhood Development c/o GOV.OECD@Illinois.gov.