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.*

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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.