Governor’s Office of Early Childhood Development
Position Description
Administrative 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 that they grow up safe, healthy, happy, ready to succeed, and eager to learn.

The Administrative Assistant will provide administrative support to ensure efficient operation of the PDG B-5 Renewal grant.

Reports to: Executive Director

Essential Duties and Responsibilities

- Organize and schedule appointments for Executive Director
- 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
- Compose and prepare correspondence, reports, and presentations to support the Executive Director
- Plan meetings, provide logistical support, and take detailed minutes to support executive functions of the grant
- Assist in the preparation of regularly scheduled reports for the PDG B-5
- Develop and maintain filing systems to support PDG B-5 projects
- Book travel arrangements
- Submit and reconcile expense reports
- Act as the point of contact for select external collaborators
- Other duties as required or assigned by the PDG B-5 Special Operations Team

Qualifications and Requirements

- Bachelor’s Degree preferred
- 5+ years of hands on administrative support experience
- 2+ years of project management support
- Knowledge of office management systems and procedures
- 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

January 2020
• Ability to communicate with diverse stakeholders both orally and in writing
• Ability to work in a collaborative, fast-paced environment

*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