

Executive Assistant

Thrive Chicago seeks to hire an Executive Assistant to be part of a bold start-up enterprise that aligns services providers, city agencies, funding organizations, and non-profits around outcomes that are proven to help children succeed from cradle to career.

Mission

Thrive Chicago (www.thrivechi.org) has used the StriveTogether Theory of Action as its approach to collective impact and building civic infrastructure. Collective impact relies on the actions of individuals to dramatically improve results at scale. Whether a funder, practitioner, community leader, volunteer, parent, guardian, or engaged citizen, there are actions anyone can take to support every child from cradle to career.

To accomplish its work along the cradle-to-career continuum, Thrive Chicago is changing the way adults collaborate to help young people succeed. Thrive Chicago priority strategies include:

- **Activate research and data** – Identify and build awareness of promising practices that improve youth outcomes and local disparities across various demographic groups and geographies
- **Test and scale innovate practices** – Work with and through Change Networks to understand and implement those practices that can lead to citywide change
- **Build capacity of leaders and practitioners** – Ensure those working most closely with youth have the data, skills, partners, and resources they need to be successful

Thrive Chicago operationalizes its strategies through Change Networks – working groups that include key leaders from city agencies, nonprofits, funders, higher education, and businesses that help individuals and organizations understand how they fit together. By using continuous improvement tools to analyze data, these teams pick strategies to undertake collectively and adjust if they are falling short.

Change Networks

Academic & Enrichment Activities
College Completion

High School Graduation
Workforce

The start-up mode demands an entrepreneurial staff that thrives in creating something new, something ambitious, and celebrates the power found when human, financial, and institutional resources and leadership are rallied toward a common goal.

Position Description

Thrive Chicago is currently recruiting for a stellar Executive Assistant to join our team. The ideal candidate will have at least two years of administrative support experience in a team-oriented organization committed to excellence in supporting the team and its partners. This is a career-building

opportunity for someone who is a self-starter with excellent communication skills. He/she must have a track record demonstrating a commitment to outstanding customer service, a keen eye for detail and must be able to meet deadlines while working in a fast-paced environment.

Day to Day Responsibilities:

- Provide executive assistant support to Thrive Chicago's President/ Chief Impact Officer and Chief Strategy Officer. Areas of work include schedule management, paperwork flows, filing, drafting and editing communications, travel booking, expense reporting, and supporting necessary financial and accounting processes
- Be a poised, professional, and helpful resource on the Thrive Chicago team for external stakeholders including funders, program partners, board members, and various leaders both locally and nationally
- Support the preparation of meeting materials; typical meetings include those for staff, Change Networks, board members, external stakeholders, funders, and other partners
- Be a trusted colleague working with and maintaining sensitive and confidential information
- Assist in the development and distribution of meeting and other materials to aid the executive staff and Change Network managers
- Possess strong project management skills, organizational skills and detail orientation
- Work collaboratively with tact and diplomacy when dealing with a variety of internal and external constituencies
- Provide backup support to all Change Network managers
- Participate in staff meetings, professional development activities, internal committees, and cross-departmental projects as appropriate

Qualifications and Skills

In any new enterprise, start-up staff must excel in a fluid environment, innovating on the fly, and willing to take on tasks as needed to move forward. Thrive Chicago is no exception. Successful candidates will have the following qualifications and characteristics:

- **MISSION-DRIVEN** – A demonstrated commitment and belief in the need to improve educational outcomes for every child, cradle to career, with a particular emphasis on the needs of youth often left behind by the current system
- **COLLABORATIVE** – Strong interpersonal skills, with the ability to develop productive relationships with internal and external stakeholders across functional and organizational lines
- **DISCRETE** – Clear understanding of information flows throughout the organization and ability to be a trusted colleague to the organization's leadership and stakeholders
- **ORGANIZED** – Able to keep many priorities in motion, constantly seeking out information to advance key projects and tasks forward with a deep focus on details and accuracy
- **ARTICULATE** – Excellent writing and verbal communication skills, with an ability to communicate complex information clearly and effectively

- **UNFLAPPABLE** – Excels in a fast-paced, entrepreneurial culture with contagious joy and positive energy.

Requirements

- Minimum of two years' experience in roles supporting key executives
- Bachelor's degree from an accredited college or university required. The ideal candidate will have excelled academically in any variety of disciplines including, but not limited to, the social sciences, arts, business, or natural sciences

Application Process

Thrive Chicago is building a diverse staff that is reflective of the city and is dedicated to ensuring a diversity of applicants. Interested parties are encouraged to apply early, as candidates will be reviewed on a rolling basis. Candidates can learn more about Thrive Chicago at www.thrivechi.org.

Applications will only be received via e-mail at info@thrivechicago.org with YOUR NAME and "Executive Assistant" in the subject line. Applications must include:

- ✓ **A current résumé/CV**
- ✓ **A cover letter describing how the applicant's skills and experience suit this position and describing the reasons for interest in the position.**