



# North Lawndale Employment Network

creating a community that works

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**Position:** Executive Administrator  
**Reports to:** Chief Executive Officer  
**Status:** Exempt  
**Hours:** Full-Time / Maximum of 40 hours / week  
**Hours of Operations:** Mon-Fri / 9am-5pm

**Organizational Description.** North Lawndale Employment Network is a comprehensive workforce development agency on Chicago's West Side dedicated to advancing the economic outcomes of the community's residents through innovative employment initiatives, including our social enterprises. In August 2021, North Lawndale Employment Network transitioned to a new campus which features a premier community café for residents and stakeholders.

**Our Mission.** To improve the earning potential of the North Lawndale community through innovative employment initiatives that lead to economic advancement and an improved quality of life for residents.

**Opportunity.** We are seeking an experienced Executive Administrator to provide high-level administrative support to the CEO/ President, and our Executive Leadership team. The successful Executive Administrator will demonstrate a high level of organizational and interpersonal skills, as well as thrive in a fast-paced environment, be highly proactive, extremely organized, and diplomatic yet assertive in with others.

## Key Responsibilities:

- Provide high-level administrative support and assistance to the CEO/ President and other assigned leadership staff.
- Manage and execute all administrative tasks required; specifically calendar management.
- Prompt and support the CEO in preparation for and in follow-up to engagements and commitments.
- Support the planning and execution of Board of Trustees meetings and related functions. Assemble and distribute board meeting materials and handle meeting logistics. Track needs for, update, and maintain board related records.
- Track, draft, proofread, and/or process correspondence, reports, and other materials in support of the CEO.
- Operate in a high level of confidentiality.



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- Organize, coordinate, and execute all external meetings from local organizations and local leaders; including set-up of meeting space, coordinating food and beverage needs and ensuring all technology requests are met according to the client's specifications.
- Accurately record meeting minutes while displaying discretion of sensitive information.
- Deliver timely reminders to CEO/President concerning meetings, deadlines, and other commitments.
- Regularly review meeting requests, prioritize appointments, and coordinate scheduling with internal and external parties.
- Update and maintain sudden changes to calendar/ meetings and re-evaluate priorities.
- Consistently monitor email and other communications to ensure that all scheduling is coordinated, logistics confirmed, and appropriate parties informed.
- Maintain and organize paper and electronic receipts; provide calendar reporting, expense reporting, and travel expense reports.
- Maintain confidentiality of all personnel, board of directors, donor, and additional leadership matters.
- Correspondence management. Receive and distribute mail for CEO/President.
- Handle a variety of administrative functions related to organizational and board needs and operations.

## **Required Skills:**

- 4+ years in an executive administrative support role.
- Ability to be assertive with a confident approach to prompt and track the work of a busy executive.
- Approach tasks proactively and with a high degree of accuracy and discretion, while handling multiple priorities and meeting deadlines with frequent interruptions.
- A desire to embrace and align with the organization's core values and mission and develop a broad knowledge and understanding of the organization's operations to assist the CEO.
- Strong verbal and written communication skills and highly organized with the ability to multi-task and manage competing priorities.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong working knowledge of Microsoft Office Suite.



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## **NLEN Core Values**

### **Neighborhood-focused employment initiatives are fundamental.**

Successful programs are neighborhood-focused and community-driven so they meet the specific needs of individuals.

### **Quality of work matters.**

People who work hard should not be poor. A full-time job must meet basic needs and offer conditions for engagement, advancement, and respect.

### **Economic mobility is essential to reducing poverty.**

Family supporting wages and financial literacy are core to addressing economic insecurity, which disproportionately affects African American, Latino, and other families of color. Economic insecurity is not only impacting the poor; it has grown to threaten the middle class. Self-employment and entrepreneurship are critically important economic mobility strategies to generate income and boost household finances.

### **We must address the racial wealth gap and social inequality.**

The United States' history of racially charged public policy has created the modern racial wealth divide not just through the legacy of slavery and Jim Crow, but through the more recent race-based discrimination in hiring, housing subsidies, tax subsidies, and veteran benefits as well as other implicitly and explicitly racist public policies.

### **Everyone deserves human dignity and empowerment.**

To uphold this belief, we do all of our work in a manner that values human dignity and eliminates shame, humiliation, and stigma by building on the strengths that help our participants and community survive loss and trauma and rebalance the power dynamic between participants and authority figures.