



Illinois Coalition for Immigrant and Refugee Rights

Title: Administrative Assistant

Seeking a multi-tasked Administrative position within a mission-based organization?
Confident in your administrative skills and abilities and ready to support the executive level which
requires maintaining confidentiality and a high level of discretion?

The **Illinois Coalition for Immigrant and Refugee Rights (ICIRR)** is seeking an Administrative Assistant who will provide proficient administrative support and assistance to the Chief Executive Officer and ICIRR as an organization. The Administrative Assistant reports to the Chief Executive Officer and works closely with the Development Director on Board and other issues that are in the CEO/Executive Director's sphere. We are seeking an individual that is reliable, diligent, and detail oriented with the ability to be flexible and shift focus as needed.

The Illinois Coalition for Immigrant & Refugee Rights (ICIRR) is a coalition of more than 130 member organizations that works through its membership (community organizations, labor unions, religious institutions, social service agencies, ethnic associations, etc.) to build power and advance a pro-immigrant platform at local, state, and national levels. The ICIRR mission is to promote the full and equal participation of immigrants and refugees in the political, civic and economic life of our diverse society. In partnership with our member organizations, ICIRR educates and organizes immigrant and refugee communities to assert their rights; promotes citizenship and civic participation; monitors, analyzes, and advocates on immigrant-related issues; and, informs the general public about the contributions of immigrants and refugees.

We have a strong team with a diverse range of skills and an even more diverse range of nationalities and life experiences. As a mission-driven, justice organization, we hold ourselves to high standards, and we take our work very seriously. We know that if we do our jobs well, people from our communities will suffer less and have more opportunity to build the kind of lives they want for their families. For additional information regarding our organization, please visit us at www.ICIRR.org.

Responsibilities:

- Provides a broad variety of tasks for the CEO/ED including calendar management and scheduling, answering and screening telephone calls, composing, answering and preparing correspondence.
- Screens and directs email correspondence and manages incoming and outgoing mail
- Coordinates communication, preparation of materials and presentations for Board and Executive Committee meetings as well as participation in all staff meetings.
- Organizes travel arrangements

- Communicates directly with Board members, donors and other stakeholders in matters related to the CEO's initiatives.
- Manages the business documentation and files for the department.
- Maintains an up-to-date database and timely record of CEO's interactions
- Assists with the coordination of ICIRR events, funder and donor meetings

Qualifications:

- (3+) year's administrative experience in a non-profit organization
- Undergraduate degree in a relevant field preferred
- Strong ability to prioritize and manage multiple projects simultaneously, and follow through on issues in a timely manner.
- Advanced Microsoft Office skills a must; Database management experience a plus
- Excellent interpersonal and writing skills
- Superior organizational skills and task-driven
- We seek to hire people with deep experience living or working in immigrant communities, especially immigrants themselves and the children of immigrants
- Bilingual Spanish a plus

ICIRR Offers: In support of our co-workers, we offer 100% company paid HMO, vacation/personal/sick days with an additional paid week at the end of the calendar year and 403b matching. After four years of service our co-workers are eligible for a (60) day sabbatical.

For consideration: Please forward a cover letter along with your resume to the link <https://icirr.recruitpro.com/jobs/101710.html>. No phone calls, please.

Illinois Coalition for Immigrant and Refugee Rights is an Equal Opportunity Employer.

Key Words: Admin, AA, Exec Admin, EA, Exec Sec, Executive Admin, Executive Secretary