



Job Title: Executive Assistant

Department:

Reports To: CEO

Effective Date: July 1, 2025

Organization Profile:

PODER empowers individuals with the necessary academic tools to promote human dignity, increase employment potential, and facilitate participation in the larger community.

Since 1997, PODER's objective has been to empower Spanish-speaking adult immigrants to create successful and fulfilling new lives in the United States. Through a deep commitment to the needs of the immigrant communities on Chicago's southwest side, PODER provides critical societal and workforce integration services with both immediate and long-term impact for families, communities, and employers throughout the City of Chicago.

Job Summary:

PODER's Executive Assistant will provide high-quality, comprehensive and proactive support to the CEO, Board of Directors, and other senior staff members. The ideal candidate is detail-oriented, experienced, highly professional, upbeat, organized, flexible, able to build strong relationships and work decisively with limited oversight. Commitment to our mission and values, and to the success of PODER's member community, is essential for success in this role.

PODER's Executive Assistant will be an effective team player, motivated by the opportunity to contribute to the growth of the organization. This position will be able to communicate effectively and accurately via phone, email and standard mailed materials in both English and Spanish, be responsible for confidential and time-sensitive material (paper and electronic), and will be familiar with not-for-profit organizational settings.

The executive assistant is a full-time salaried position and reports to PODER's CEO.

Duties & responsibilities include, but are not limited to:

- Provide high-level administrative support, calendar management and assistance to the CEO and/or other assigned leadership staff.
 - Manage the CEO's appointment schedule in a timely and accurate manner by prioritizing, planning and scheduling meetings, conferences, teleconferences, and travel, allowing for time management and work block opportunities
 - Support fundraising efforts by working with the revenue team to ensure that the CEO and other leadership personnel are prepared for meetings with foundation staff and donors, as well as ensuring timely follow up;
 - Complete clerical and administrative tasks in a timely and accurate manner that may include drafting letters, memos, reports, and other documents; collecting and analyzing information; and initiating communications; other short-term, time-sensitive tasks
 - Schedule and make preparation for meetings including organization, catering, preparation, audio/ video, technology, etc.
 - Attend meetings with or on behalf of the CEO, when requested, taking notes and recording minutes;
 - Serve as a liaison between the CEO and team leads, ensuring optimal and timely communication and flow of information;

- Maintain constituent confidence and protect operations by managing information and situations with a high level of confidentiality and discretion;
 - Process requests and resolve issues in a timely, accurate, and professional manner;
- Receives incoming communication or memos on behalf of CEO, reviews contents, determines importance, and summarizes and/or distributes contents to appropriate staff.
- Manage and support the Board of Directors and subcommittees to include:
 - Support the CEO and leadership team in preparing for and debriefing quarterly board meetings and more frequent subcommittee meetings;
 - Take minutes at board meetings and manage board documents including distribution of materials
 - Manage communications with board subcommittees;
 - Support the Board Chair and leadership in updating board materials
- Provide ad hoc support as needed to other teams and programs across the organization:
 - Execute administrative office duties such as filing, copying, scanning, mail sorting, etc.;
 - Regularly update inventory, order, and verify receipt of all office supplies;
- Perform additional duties as assigned.

Desired Competencies:

- Detail Oriented
- Ensures Accountability
- Action Oriented
- Communicates effectively
- Resourcefulness
- Instills trust

Additional Duties/Skills Required:

- Excellent time management skills with a proven ability to prioritize tasks and meet deadlines
- Bachelor's degree in Communication, Business Administration or related field preferred
- Prior experience in a not-for-profit setting preferred
- Two years of administrative/executive assistant experience supporting upper-level management
- Strong organizational skills and acute attention to detail
- Excellent verbal and written communication skills in English (required) & Spanish (preferred)
- Ability to function well in a high-paced and at times stressful environment.
- Experience managing multiple calendars
- Ability to work independently as well as on a team
- Strong relationship and partnership cultivation skills to build rapport with existing and potential members
- Strong digital data management skills with both Mac and PC environments
- Proficient with Microsoft Office Suite with the ability to learn new or updated software
- Ability to handle confidential matters with discretion
- Work in person four out of five days per week
- Flexibility as early morning and evening meetings may periodically be required

**Physical Requirements:**

- The executive assistant position is clerical and primarily a sedentary role and may require sitting or standing for extended periods of time

Salary Range: \$50,000–\$54,000 per year, commensurate with experience. (For FT positions: Benefit package includes health insurance subsidy and 401k retirement plan. Generous holiday schedule and flexible accrued PTO for vacation, personal and sick days.)

Equal Employment Opportunity Statement

It is the policy of PODER to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, PODER will provide reasonable accommodations for qualified individuals with disabilities.