



Civic Committee
COMMERCIAL CLUB OF CHICAGO

POSITION DESCRIPTION

POSITION TITLE: EXECUTIVE ASSISTANT – POLICY TEAM

REPORTS TO: VICE PRESIDENT OF TRANSPORTATION AND INFRASTRUCTURE

COMMERCIAL CLUB OF CHICAGO

The [Commercial Club of Chicago](#) is Chicago’s leading civic organization representing the senior business, professional, educational, and cultural leaders of our region. The goal of The Commercial Club of Chicago is to promote the social and economic vitality of the metropolitan area of Chicago through cooperation and an open exchange of ideas. During its lifetime, The Commercial Club of Chicago has implemented a number of projects to improve Chicago and the surrounding regions, such as Daniel Burnham’s Plan of Chicago in 1909, various education reform efforts, the Metropolis Project, and the expansion of O’Hare Airport.

THE CIVIC COMMITTEE

The [Civic Committee](#) is the leading committee of senior executives of the region's largest employers. We work hand-in-hand with public officials and other civic organizations for the social and economic well-being of our region.

We undertake a wide array of projects, which are viewed as game-changing efforts. These projects change over time and currently include efforts to:

- restore Illinois to fiscal stability;
- improve the educational system in Chicago and offer improved opportunities and choices for Chicago's schoolchildren and their families;
- solidify our city’s position as a global transportation hub;
- help organizations be veteran-friendly employers.

We also work alongside, and substantially fund, the organizations established by us to tackle key issues head-on:

- [Civic Consulting Alliance](#) builds pro bono teams of business experts, government leaders, and its own professional staff to work on transformative public sector challenges, such as improving schools, reducing crime, improving health care, and making our region more affordable and globally competitive.
- [Kids First Chicago for Education's](#) mission is to dramatically improve education for Chicago’s children by ensuring high-quality public schools are accessible to all families.

- [P33](#) is the catalyst fostering better connections between Chicago stakeholders and the global tech and innovation community to facilitate inclusive economic growth.

TERMS OF EMPLOYMENT

This is a full-time exempt position with benefits, reporting to the Vice President for Transportation and Infrastructure. There is an initial training and probationary period of three months.

JOB DESCRIPTION:

The Executive Assistant (EA) supports the Vice President of Transportation and Infrastructure, Public Policy Managers, Policy Associate, and the entire policy team in the day-to-day management of the Organization's policy initiatives. The EA serves as the contact and coordination person for internal and external constituencies, including the members associated with the Civic Committee's policy work and stakeholders throughout the state. The individual must have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities. The EA will serve as a key point person to communicate to staff on certain issues when directed to do so, have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion. A positive attitude, flexibility, and team working abilities are critical.

Roles and Responsibilities

Executive Support

- Manages all administrative tasks for the policy team: their active calendars of appointments; coordinating, finalizing, and distributing background materials for meetings and various committees and task forces of Civic Committee/Commercial Club entities; completing expense reports; composing and preparing correspondence that is sometimes confidential; arranging detailed travel plans, itineraries, and agendas.
- Ensures that there is strong coordination between the policy team and Civic Committee management.
- Plans, coordinates, and ensures the policy team's schedule is followed and respected.
- Orchestrates and communicates with the team to keep them well informed of upcoming commitments and responsibilities, following-up appropriately. Acts as a "barometer," having a sense for the issues taking place in the environment and keeping all necessary parties updated.
- Communicates directly with members and their staff as well as other standing committees, on matters related to programmatic initiatives as requested.
- Serves as support to the Commercial Club staff on luncheons, the Veteran's Working Group meetings, and other committee/task force meetings as requested/available.
- Serves as back-up to the Executive Assistant to the President and Executive Vice President.

- Communicates directly with staff members of the Civic Committee and related-entities, on matters related to programmatic initiatives as requested. Provides a bridge for smooth communication; demonstrating leadership to maintain credibility, trust, and support with senior management staff. Works well with other members of Civic Committee and Commercial Club staff.
- Supports the operation of the reception area on an as-needed basis with members of the Commercial Club, Kids First Chicago, and Civic Consulting Alliance, which is not expected to be a significant demand on time.
- Follows-up on outstanding issues, including prioritizing and researching, when necessary, important items, including those of a sensitive or confidential nature.
- Successfully completes critical aspects of deliverables with a hands-on approach, including drafting acknowledgement letters, personal correspondence, and other tasks as needed.
- Prioritizes conflicting needs; handles matters expeditiously and proactively, and follows-through on projects to successful completion, often with deadline pressures and ambiguity.

Qualifications

- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Very strong interpersonal skills and the ability to build relationships with members, staff, and external partners.
- Expert level written and verbal communication skills.
- Demonstrated proactive approaches to problem-solving with strong decision-making capability.
- Emotional maturity, flexibility, and humor.
- Highly resourceful team-player, with the ability to also be extremely effective independently.
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response.
- Demonstrated ability to achieve high performance goals and meet deadlines.
- Forward looking thinker, who actively seeks opportunities and proposes solutions.

Education and Experience Requirements

- Bachelor's degree
- Strong work tenure: five to ten years of experience supporting C-Level Executives. Non-profit experience beneficial.
- Experience and interest in internal and external communications.

- Expert in Microsoft Office (Outlook, Word, Excel, Power Point, SharePoint, Teams), Adobe Acrobat, and Social Media web platforms.
- Adaptable to remote platforms beyond the Microsoft Office Suite, including Zoom, WebEx, etc.

Compensation

- Commensurate with experience. The Club offers a competitive benefits package, subject to specific policy eligibility guidelines.

Contact

- Interested candidates should send a resume and cover letter to Suzanne K. Fisher at sfisher@civiccom.org.