

**SAFER FOUNDATION
VACANCY ANNOUNCEMENT
October 3, 2011**

All positions are Full-Time (40-hours/week) and located in the Chicago Metropolitan area unless otherwise specified. Applicants should submit updated resume via URL address link listed in the posting.

Title: **Executive Assistant**
Program: **Office of the President**
Location: **571 W. Jackson Blvd.**

To submit a resume and apply for this position, please click:

[HTTPS://HOME.EEASE.ADP.COM/RECRUIT/?ID=942101](https://home.eease.adp.com/recruit/?ID=942101)

Please note: After you “submit” your application, you will receive an e-mail acknowledging receipt.

JOB DESCRIPTION:

Support to the President, designated direct reports and Board members. The Executive Assistant performs complex and confidential functions to ensure that the operation of the President’s office flows smoothly. This position participates in administrative functions such as developing complex spreadsheets, calendar administration and other types of tracking reports. The Executive Assistant reports directly to the President and maintains collegial relationships with staff and serves as a vital link into and from the Office of the President.

QUALIFICATIONS:

- Provide administrative support including telephone coverage, mail handling, supplies control, processing of letters/correspondence, events/meeting planning, report generation, invoice/expense reporting, and database management.
- Assist in the management/coordination of the President’s schedule utilizing MS Outlook (planning/arranging events and meetings).
- Create and develop visual presentations for the President. Draft correspondence for the President: letters, memos, forms, policies and procedures (includes handling of confidential information).
- Work with other administrative personnel to accomplish organizational goals.
- Perform special projects as assigned by the President. Demonstrate the ability to handle multiple tasks with little or no supervision.
- Work independently and within a team on special and nonrecurring and ongoing projects. Act as a project manager for special projects, at the request of the President, which may include: planning and coordinating multiple presentations, disseminating information, and organizing company wide events.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- 5 years of work experience at an executive level.
- Possess excellent typing and business writing skills, editing and proofreading skills.
- Knowledge of a variety of computer software applications in word processing, spreadsheets, database and presentation software (MSWord, Excel, Access, PowerPoint).
- Ability to communicate effectively and professionally, both orally and in writing, with customers and external contacts to the organization. Ability to interact and communicate with individuals at all levels of the organization.

- Possess a high level of interpersonal skills to handle sensitive and confidential situations. Position continually requires demonstrated poise, tact and diplomacy.
- Associates degree or above and/or equivalent work experience.

Safer Foundation is a drug-free workplace.
EOE/AA/M/F/D/V