

Illinois Holocaust Museum and Education Center

Position: Executive Assistant to the CEO (Non-Exempt)

Reports To: Chief Executive Officer

About the Museum:

Illinois Holocaust Museum & Education Center uses the history and lessons of the Holocaust to transform the future - to equip students, educators, and public visitors with the knowledge, skills, and courage to take a stand for humanity. The Museum currently welcomes and touches the lives of more than 200,000 people of all ages, nationalities, and cultural backgrounds each year. We empower them to become Upstanders for social justice, to speak out against intolerance and genocide, and to lead by example. We do this through cutting-edge exhibitions, innovative public programming, high-quality student and educator services, and partnerships with arts and cultural organizations, educational institutions, and law enforcement agencies.

The Position:

Working directly with the Chief Executive Officer (CEO), the Executive Assistant will assist with any number of ongoing institutional projects and initiatives. The Executive Assistant must be an energetic self-starter with strong organizational skills and an effective communicator with a demonstrated track record. The successful candidate must possess a willingness to learn and grow in a professional environment.

This person will bring poise and diplomacy to their interactions with board members, donors, elected officials, visiting dignitaries, and all members of the IHMEC community. The position offers a competitive salary, good benefits, and a positive work environment.

Specific job responsibilities include, but are not limited to:

- Manage all day-to-day operations of the CEO's office
- Act as liaison between the CEO, visitors, and staff as appropriate
- Draft external and internal correspondence
- Maintain CEO's calendar, including scheduling and preparing background information for meetings
- Maintain CEO's email inbox, including flagging critical correspondence, tracking appropriate follow up, and anticipating scheduling needs
- Manage Board-related database, material distribution, meeting set-up, and minutes (requires some evenings/early mornings for Board meetings)
- Screen and direct incoming calls to the CEO and occasionally operate the General Museum Operator Line
- Organize and maintain physical and digital files
- Process incoming and outgoing mail
- Coordinate domestic/international travel and itineraries
- Arrange and execute VIP guest tours
- Draft and prepare presentation and meeting materials for a variety of stakeholders
- Arrange and organize CEO's participation in conferences and assorted speaking engagements
- Schedule and organize staff meetings and events
- Assist with planning and execution of public and private Museum events

Qualifications:

- Strong interpersonal skills
- Excellent oral and written communication skills
- Strong computer skills and experience with Microsoft 365 products including Outlook, Word, PowerPoint, and Excel required
- Experience with online meeting platforms including Microsoft Teams and Zoom
- Experience with Blackbaud Altru preferred but not required
- Event planning background (or understanding) preferred
- Minimum of two years' related work experience

Physical Requirements: May need to climb up and down stairs; to bend, stoop, and lift or move materials and retrieve files; to pull/push, lift, and carry up to 25 pounds; and to reach both above and below shoulder height.

To Apply:

- Interested applicants should email a cover letter and resume to jobs@ilhmec.org