



Mental health  
advocacy, education  
and support.

## NAMI Chicago Job Posting

**Title:** Executive Assistant

**Type:** Full-Time

**Reports to:** Executive Director

### **Background:**

The mission of the National Alliance on Mental Illness (NAMI) Chicago is to provide hope and improve the quality of life for those whose lives are affected by mental illness. NAMI Chicago seeks to fill gaps in Chicago's mental health system, with an intentional emphasis on serving underrepresented populations and breaking down barriers to care.

### **Position Summary:**

NAMI Chicago is searching for an experienced, reliable and task-oriented Executive Assistant. The Executive Assistant will work directly with leadership at the organization, specifically the Executive Director and will be responsible for performing a number of administrative duties. The ideal candidate is highly self-motivated, professional, and capable of managing their work load and prioritizing tasks in a fast-paced environment. This is an excellent opportunity to join a growing non profit with competitive compensation.

All responsibilities described below support the ultimate goal of providing support and assistance to the leadership as the scope of work builds.

### **Primary Responsibilities:**

- Coordinate executive communications, including taking calls, responding to emails and interfacing with partners, stakeholders and other team members.
- Prepare internal and external documents for team members and external partners.
- Schedule meetings and appointments and manage travel itineraries.
- Arrange events to take place outside of the work place, such as golf tournaments, fund-raising events and staff appreciation events.
- Maintain an organized filing system of paper and electronic documents
- Uphold a strict level of confidentiality
- Develop and sustain a level of professionalism among staff, partners, and donors.
- Organize directors travel reimbursements working closely with NAMI Chicago operations manager.
- Support grant managements efforts including:
  - Write or assist in writing of program and budgetary reports, and other ancillary materials for key NAMI Chicago grants as well as state grants under the Williams Consent Decree.
  - Manage and monitor existing grants by: tracking grants, developing internal reporting systems, writing reports, maintaining excellent historical records, and working with staff to ensure each program is meeting specific conditions and expectations.
- Attend NAMI Chicago staff meetings and trainings



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Qualifications:

- Minimum of 4+ years of experience as an Executive Assistant reporting directly to senior management
- Proficiency in collaboration and delegation of duties
- Strong organizational, project management and problem-solving skills
- Exceptional interpersonal skills
- Friendly and professional demeanor
- Organized with impeccable attention to detail
- Warm and professional approach to working with supporters of different types and backgrounds
- Flexible approach to work; willing to jump in and help wherever needed
- Demonstrated commitment to serving underrepresented and vulnerable populations, including social and racial/ethnic minorities as well as those living with mental illnesses and/or substance use disorders
- Willing to work in a diverse environment in regards to race, ethnicity, culture, sexual orientation and gender
- Proficient in Microsoft Windows, Microsoft Office, and database management.

**Applications will be accepted until the position is filled.** Please send a resume, cover letter and writing sample to Alexa James at [Alexa@namichicago.org](mailto:Alexa@namichicago.org). NAMI Chicago is an equal opportunity employer.