

Position Title: Administrative Assistant to the Executive Department
Department: Executive

Join our Team! At IHDA we strive to create and maintain a work environment that promotes diversity, recognition and inclusion. IHDA is committed to hiring and investing in individuals of diverse talents and backgrounds to ensure a range of perspectives and experiences inform and guide our work of financing affordable housing in the state of Illinois.

Who we are: The Illinois Housing Development Authority (IHDA) is one of the Nation's preeminent Housing Finance Agencies and one of the State's ten largest financial institutions. Our mission is to finance the creation and preservation of affordable housing across the state. IHDA oversees more than 20 federal and state programs on behalf of the state of Illinois and serves as one of the state's primary resources for housing policy and program administration. For over 50 years, IHDA has led the state in financing and supporting affordable housing.

Summary: Under general supervision, the Administrative Assistant to the Executive Department provides administrative, clerical, and operational support to the Executive Director, Deputy Executive Director, Assistant Executive Director/Chief of Staff, and other Executive staff as needed, with primary responsibility supporting the Executive Director. This position requires excellent organizational, calendaring, multitasking, and communication skills. The role requires a high degree of initiative, reliability, professionalism, confidentiality, and the ability to build productive relationships with internal and external stakeholders while effectively managing multiple priorities in a fast-paced environment.

Essential Functions:

- Provides high-level administrative, operational, and clerical support to the Executive Director, Deputy Executive Director, Assistant Executive Director/Chief of Staff, and Executive Department by managing calendars, coordinating meetings, preparing daily materials, arranging travel logistics, and assisting with executive communications and correspondence, as needed.
- Serves as backup to the Executive Coordinator by supporting Executive Department operations, maintaining calendars and meeting schedules, processing accounts payable invoices and timesheets, assisting with IHDA functions, and ensuring continuity of support to Executive leadership as needed.
- Reviews, prioritizes, and maintains executive email inboxes by identifying items requiring follow-up, flagging time-sensitive matters, coordinating responses, and ensuring Executive leadership remains informed of critical issues and activities.
- Prepares, compiles, proofreads, and maintains reports, presentations, spreadsheets, correspondence, and other administrative documents utilizing various software applications while ensuring accuracy, professionalism, and attention to detail.
- Coordinates administrative operations and office management functions by maintaining filing systems, tracking logs, databases, departmental records, room reservations, and event logistics in accordance with established Authority policies and procedures.
- Provides customer service and public-facing support by responding to phone, email, and in-person inquiries; communicating programmatic and departmental information; and directing inquiries to appropriate staff or departments.
- Supports departmental administrative and financial functions by maintaining personnel and timekeeping records, processing payment vouchers and reimbursement requests, and assisting with payroll-related and other administrative activities.
- Assists with the planning, coordination, and execution of employee engagement activities, Authority-wide initiatives, special projects, meetings, and events, including support for DEI and Core Values Committee communications and materials, as needed
- Participates in special projects and process improvement initiatives by identifying opportunities to enhance administrative efficiency, supporting operational changes, and collaborating with leadership and staff to meet departmental and organizational objectives.
- Additional duties as assigned.

Education and Experience Requirements:

- Requires five (5) years of administrative, office assistant, or secretarial experience.
- In lieu of the required experience, a diploma or certificate of completion from a vocational or business education program in Office Administration combined with one (1) year of related administrative experience, or an associate's degree from an accredited college and one (1) year of administrative, office assistant, or secretarial experience.
- Affordable housing, community development, and State government experience are a plus.
- The ideal candidate will possess strong administrative, organizational, customer service, and communication skills, along with proficiency in Microsoft Office applications including Word, Excel, PowerPoint, and Visio.
- This position requires knowledge of administrative and office management practices, report preparation, and applicable software applications, as well as the ability to communicate effectively, think critically, solve problems, manage multiple priorities, and coordinate effectively with others.
- A high degree of initiative, independence, professionalism, creativity, and service orientation is expected, with the ability to support process improvements and assist with new initiatives in a fast-paced environment.

Physical Requirements: Alternating between sitting, standing, and walking. Ascending and descending stairs. Crouching and stooping. Pushing and pulling. Reaching overhead or below. Repetitive tasks movements (filing, keyboarding, copying). Lifting, carrying, and moving objects of up to 10 -15 pounds.

What We Offer:

- Paid time off, plus paid holidays
- Currently in a hybrid work arrangement, but candidates must reside in Illinois at time of hire.
- Medical/dental/vision/life insurance plans
- Short/long term disability
- Tuition reimbursement
- Flex spending
- 401K plan – immediate vesting
- IHDA employees may be eligible for federal loan forgiveness programs.
- Salary: \$51,856.64 - \$64,820.80

Must be a resident of Illinois or willing to relocate. Flexible scheduling is available, upon completion of a six-month probationary period.

To apply, submit resume to:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&cclid=19000101_000001&jobid=520636&source=CC2&lang=en_US

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