

Position Title: Executive Assistant
Department: Information Technology

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: This position is responsible for the execution of all administrative and support functions for the CIO and the Information Technology department. Reporting directly to the Chief Information Officer, this position requires a high degree of skill, initiative, organization and reliability. Must have the ability to rapidly acquire knowledge of the department, the ability to work in environments that require a high degree of confidentiality, and the ability to multi-task.

Essential Functions:

- Serve as a trusted advisor and right hand to senior IT leadership, anticipating needs and proactively solving problems
- Excellent communication skills required to interact with IT team members and IHDA staff
- Strong strategic and tactical mindset, problem-solving skills, and the ability to manage multiple priorities effectively
- Take ownership and organize IT all staff meetings which include the meeting presentation, activities, food deliveries, and any other IT all staff meeting activities
- Lead the planning for IT events where the hardworking IT team members can have fun, relax, enjoy themselves and come back refreshed
- Prepare meeting notes, organizational charts, correspondence and other communications.
- Maintain the department's Outlook calendar and coordinate timely submissions of all required reports
- Proactively manage complex calendars, communications, and shifting priorities for CIO and IT staff
- Assist with IT leadership travel plans including flight books, agendas, and other travel plans
- Provide general office support services including clerical assistance, record and timekeeping, copying and filing
- Maintain strict confidentiality while managing sensitive information
- Leverage tools such as MS Office tools (PowerPoint, Excel, Word) Teams, OneDrive, CoPilot and other office productivity tools
- Perform general administrative functions for the staff, e.g., making copies, handling incoming and outgoing mail, filing and coordinating flow of paperwork, calendaring and schedule management, meeting preparation and coordination, and taking and relaying department phone calls and messages. Perform other special assignments and special projects requested by CIO and IT Leadership Team
- Manage off-site records storage inventory information, tracking, maintenance, and electronic scanning of documents as needed.
- Participate in project teams to help business groups understand their needs and assist in implementing appropriate solutions
- Plan and execute department Team Building and Social Events
- Maintain physical office supplies inventory
- Prepare expense reports for IT Leadership as needed

- Work closely with Human Resources to coordinate departmental recruiting activities
- Act as departmental timekeeper for IHDA enterprise timekeeping system
- Facilitate all departmental FOIA (Freedom of Information Act) requests, Tuesday Times submissions and coordinate department deliveries
- Provide IHDA Board Meeting support as needed
- Additional duties as assigned.

Education and Experience Requirements:

- High school education or GED required, with at least five years of related administrative work experience. College degree preferred. Information Technology experience a plus.
- 3 to 5 years of experience supporting senior executives in high performance environments
- Excellent communication skills and proficiency with heavy emphasis on attention to detail, communications, coordination, teamwork, and quality of work performance.
- This position will interact with departmental staff and all levels of management and other executive assistants to fulfill the day-to-day responsibilities, so it is important to possess excellent time management, organizational, administrative and interpersonal skills. The ability to multitask in a fluid work environment is critical to success.

Physical Requirements: Alternating between sitting, standing, and walking. Ascending and descending stairs. Crouching and stooping. Pushing and pulling. Reaching overhead or below. Repetitive task 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 range: \$51,856 - \$64,820

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&ccId=19000101_000001&jobId=523527&source=CC2&lang=en_US

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