

Chief of Staff and Administration

Status: Full-time, exempt

Schedule: M-F, 9 a.m. – 5 p.m, including occasional evenings and weekends

Reports to: Executive Director

Direct reports: None

Start date: Immediately

Location: Chicago, IL

About us:

Situated in the heart of the Illinois Medical District, the Chicago Center for Arts and Technology (CHICAT) is a nonprofit offering youth arts and adult vocational programs. One of ten U.S. based centers of arts and technology and a part of the National Center for Arts and Technology, CHICAT offers evidenced-based programs that create pathways to educational and career opportunities to those we serve. CHICAT is poised to expand programs and to grow as an organization. We seek “go-getter” candidates who are eager for an opportunity to help us dream, design, and achieve the next level of impact for our center. Learn more about our organization at www.chicat.org.

Summary of position:

Chief of Staff and Administration

CHICAT is seeking a full-time Chief of Staff and Administration who will be responsible for coordinating and liaising across the organization and working directly with the Executive Director. Also, the Chief of Staff and Administration will contribute ideas and manage complex projects that will have a direct impact on programs and help drive the growth of the organization.

The position will focus on implementation of policies, protocols, and procedures that serve to increase organizational efficiency, staff accountability, and improve internal communications. The Chief of Staff and Administration will lead and oversee the Facilities and Human Resources Departments, coordinate board meetings and committee meetings working with key staff, set agendas and organize full staff meetings; and manage special initiatives, which cross departmental lines that are of operational and strategic importance as determined by the Executive Director.

Job Responsibilities:

Executive Leadership and Support

- Assist in establishing timelines, status-reports, and agendas for special projects and producing briefing materials on significant matters that require attention of the Executive Director.
- Work with internal and external individuals and groups, frequently related to matters of immediate concern, coordinate responses, solutions, and follow-up with the Executive Director along with other appropriate employees.
- Lead the development of complex presentation materials including charts, graphs, and other data representations for our board, donors, and program directors.
- Apprise the Executive Director and other key staff members of project status and variations from schedule or scope, striving to keep them on schedule.

- Accurately represent Executive Director's position when serving as delegate in key meetings with internal and external constituencies.
- Facilitate board relations by coordinating committee meetings, preparing board reports, etc.
- Provide executive administrative support to the Executive Director.
- Responsible for any other task or duty as assigned.

Human Resources Management

- Lead recruitment of staff, onboarding, and retention efforts to support organizational growth.
- Support the Executive Director to determine/modify the organization's goals and strategy related to staffing, recruiting, and retention.
- Oversee the implementation of policies and procedures related to recruiting, onboarding, training, and performance evaluation of staff.
- Lead the administration of human resource programs including, but not limited to, compensation, benefits, and leave, disciplinary matters, disputes and investigations, performance and talent management, productivity, recognition and morale, occupational health and safety, training and development.
- Monitor and ensure the organization's compliance with federal, state, and local employment laws and regulations, and recommended best practice, review and modify policies and practices to maintain compliance.
- Establish staff performance metrics, create/manage annual performance review process, protocols, and policies.
- Support the Executive Director and department managers to ensure staff accountability.

Operations

- Supervise the Facilities Department in the implementation of policies and procedures related to facility issues.
- Working with the Facilities Manager, establish protocols and processes to ensure effective building maintenance and compliance.
- Manage key vendor relationships, including IT consultants, and identify/recommend others to meet organization growth needs.

Experience & Qualifications/Skills:

- Minimum of 5 years related experience required, including at least 3 years of human resource generalist and/or operations management experience. Work experience in a nonprofit setting preferred.
- Proven success working with and understanding complex organizations, including ability to manage large projects that cross organizational or departmental lines in fast-paced, nimble, results-oriented environment.
- Results-oriented with superb attention to detail, yet able to maintain focus on the big picture.
- Ability to work independently and exercise sound judgment, taking ownership and initiative with minimal direction when needed.
- Demonstrated experience in project management processes including planning tasks, resource allocation, time management, monitoring and reporting, documenting, and record keeping.

- Flexible and highly adaptive to change.
- Must possess outstanding, advanced analytical skills and experience with operational issues, including best practices, procedures, and available related technology.
- Experience in support of a senior level executive and providing guidance to and coordinating other senior staff.
- Ability to maintain confidential information with tact and discretion.
- Strong writing, editing, and presentation skills.
- Excellent judgment, organizational, interpersonal, and communication skills (written and verbal) including ability to articulate progress, concerns, and recommendations in concise and timely manner.
- Excellent customer service, team building, and creative problem-solving skills a must.
- Bachelor's degree required.

Application Deadline:

Open until position is filled.

Salary range: \$65,000.00 - \$75,000.00

No phone calls or emailed status inquiries accepted.

How to Apply: All applicants should submit a cover letter and resume.

Candidates who are invited to interview will be asked to submit a writing sample is required.

CHICAT offers a full benefits package including:

- Health insurance
- Dental insurance
- Vision insurance
- Paid time off

CHICAT provides equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state.

Job Type: Full-time

Pay: \$65,000.00 - \$75,000.00 per year