



Virtual Executive Assistant

Position Title: Virtual Executive Assistant

Status: Part-Time, Non-Exempt

Location: Virtual, Central Standard Time preferred

Reports to: CEO and President

Chicago Sinfonietta, the nation's most diverse orchestra, has an exciting opportunity for a Virtual Executive Assistant.

Since 1987, Chicago Sinfonietta has been a defiantly different kind of orchestra. Chicago Sinfonietta is a professional orchestra dedicated to modeling and promoting diversity, inclusion, and both racial and cultural equity in the arts through the universal language of symphonic music. Our core values are built around being bold and daring in all aspects of our work, providing a source of connectivity through music, and ensuring and inspiring a continued investment in diversity and inclusion in classical music.

Job Summary: The Virtual Executive Assistant provides executive level administrative support to Executive Office and Senior Staff. The Virtual Executive Assistant maintains the CEO's calendar in accordance with CEO's priorities; act as first point-of-contact for scheduling and rescheduling appointments and serves as a key liaison to the Board of Directors through regular interaction, insightful scheduling and fulfillment of full board and committee meetings and staffing the CEO and President for all external stakeholder meetings.

Key Responsibilities

- Schedule appointments; maintain calendars; advance and coordinate meetings, conferences and social events; make travel arrangements for CEO, Senior Staff, consultants, and other employees as needed
- Facilitates travel arrangements for CEO and President and Senior Staff
- Maintain contact lists of external stakeholders and other personal and professional contacts of the CEO and President
- Designs and produces complex documents for leadership staff and Board
- Transcribes minutes from Board and Committee meetings
- Prepare meeting agendas and documents in consultation with Executive and Board leadership
- Maintain online Board Portal
- Maintain regular correspondence with the Board of Directors, keeping them up to date on expectations and CS activities
- Conduct data collection in preparation of meetings
- Other duties as assigned

**Experience & Skills**

- Minimum 3-5 years of experience supporting C-Suite-level leadership, in a non-profit organization
- Expert organizational skills and a keen eye for detail
- Advanced writing skills, ability to assess opportunities for efficiency and sense of confidentiality
- Familiarity with CRM systems, Outlook and Microsoft Suite
- Ability to work independently without direct supervision

Compensation & Benefits

- This role is a part-time hourly position at a rate of \$20-\$30 per hour, complimentary concert tickets for two guests, a virtual work environment and part-time Vacation and Sick accrual.

To Apply

Qualified candidates should submit a résumé and thoughtful cover letter to hr@chicagosinfonietta.org detailing relevant experience and motivation for applying.