



Administrative Associate

Who We Are

At the Pritzker Traubert Foundation, we believe that economic opportunity and community-based leadership are the cornerstones of a vibrant Chicago. Every day, we partner with visionary leaders to implement bold plans to connect talent to jobs, support access to capital, and build an inclusive and growing economy. Because when all of Chicago's neighborhoods and neighbors thrive – especially those who have been left out of economic investment in the past – the city works better for everyone. Beginning in 2016, PTF made a commitment to invest over \$100 million dollars to make economic opportunity possible for more individuals and communities. The primary focus is to:

- Invest in Chicago communities by sparking new enterprise and job creation that benefit current residents
- Prepare for the future of work by promoting employer-driven solutions
- Build capacity in innovative leaders and institutions focused on increasing mobility from poverty

To achieve its vision, PTF will assume a greater leadership role in engaging and connecting key stakeholders, promoting shared goals, and advancing key community initiatives. PTF looks forward to actively partnering with local nonprofit organizations, other foundations, corporations, and government agencies working to reduce the intergenerational poverty and improve economic outcomes for individuals and communities in Chicago.

To learn more about the Pritzker Traubert Foundation: www.ptfound.org

The Role

The Administrative Associate is responsible for assisting with a variety of operational and administrative tasks and will work closely with the Grants and Administrative Manager. This person will be a critical member of the team and may be asked to undertake special projects in addition to the duties listed below.

Duties and Responsibilities:

- Provide operational support to PTF's grant management process
- Maintain the master contact list for PTF in Salesforce and Constant Contact
- Assist with coordinating and planning internal and external meetings and events
 - Secure the meeting location and IT/AV needs
 - Invite and manage guest lists
 - Assist with beverage and food service
- Provide support for meetings, including preparation of materials, notetaking, and follow-up
 - Provide general assistance before, during, and after meetings

- Help manage the communication strategy to support the Foundation’s mission
 - Assist with email marketing through Constant Contact
- Regularly update the PTF website and social media accounts
 - Use WordPress to post and edit content on PTF website
 - Draft social media content for LinkedIn and Twitter and post final content

Education and Experience Requirements

- Bachelor’s degree preferred
- Experience working in an office setting preferred

Key Attributes and Skills

- Strong organizational and project management skills
- Ability to prioritize multiple tasks and meet deadlines
- Strong written and verbal communication skills
- Ability to work independently and as a member of a small team
- Flexible and motivated to assume additional responsibilities as assigned
- Advanced technology skills, including Microsoft Office Suite 365, Google Suite, Zoom, Salesforce, Constant Contact, WordPress, and experience with social media tools

Travel, Work Schedule, and Physical Requirements

- Hybrid in office work schedule to the PTF Office at 444 W. Lake, Chicago
- Requesting everyone be vaccinated

Compensation and Benefits

- \$50,000 - \$60,000 depending on experience
- Comprehensive benefits, including:
 - Paid time off including: 15 vacation days, 2 personal days, 5 sick days, and 9 paid holidays
 - Comprehensive medical, dental, and vision plans
 - Long-term disability, life, and AD&D insurance provided
 - Other benefits include healthcare and dependent care FSAs, transit, and 401k plans as well as access to gym on-site

To Apply

Interested parties are encouraged to apply early as the ideal candidate will begin as soon as possible.

Submit an updated resume and a cover letter addressing your interest in PTF and this role to hr@ptfound.org.

The Pritzker Traubert Foundation is an equal opportunity employer. We encourage applications from all individuals regardless of age, gender, race, ethnicity, religion, or sexual orientation, and evaluate all candidates based on merit.