



CLASS TITLE: Advance Associate, Scheduling & Advance, Office of the Mayor

CHARACTERISTICS OF THE CLASS

Advance Associates are responsible for the planning and execution of scheduled calendar events for the Office of the Mayor. Associates must attend local Mayoral events such as: press conferences, community events, neighborhood meetings, ceremonial events, and internal meetings. Associates are also expected to contribute to the coordination of out-of-town Mayoral travel and travel in advance of any such meetings to ensure proper event execution. Special projects will be assigned on a case-by-case basis.

ESSENTIAL DUTIES

The Advance Associate will:

- Assist in the coordination of daily itineraries and scheduled events.
- Assist in the planning and preparation of Mayoral events.
- Execute on-site logistics for large and small events, roundtables, and other meetings.
- Work with internal departments to conceptualize Mayoral events.
- Manage and provide support to principal before, during and after event.
- Assist in the review and consideration of invitations addressed to the Mayor.
- Regularly interact with City departments, outside agencies, and local, state, and national media.
- Serve as liaison between the Mayor's office and external partners.
- Perform other assignments as required to meet the goals and objectives of the department.

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

- Associate's degree required. Bachelor's degree preferred.
- Minimum 1-3 years of experience in government, community, political or other organizations.
- Ability to work quickly and effectively and under high-pressure situations.
- Excellent project management and interpersonal skills.
- Prior experience working effectively with senior management.
- Ability to work strategically and collaboratively across departments.
- Effective, versatile, value-driven, and action-oriented.
- General knowledge of City government and current news topics.

WORKING CONDITIONS & PHYSICAL REQUIREMENTS

- This position reports to the Director of Scheduling and Advance.
- Work is performed 50% in an office setting and 50% in the field.
- Must be able to work flexible hours, including nights, weekends, and holidays.
- Travel required for events around Chicago with occasional travel outside the city.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

- Working familiarity or knowledge of logistics, event planning, or scheduling and advance.
- City and department operations, policies, and procedures.

Skills

- Organization - High level of organization
- Active Listening – give full attention to what others are saying, take time to understand the views of others, ask questions when appropriate.
- Communication - Ability to skillfully and professionally communicate.
- Problem Solving - Proven problem-solving skills.
- Clear Written Product – communicate information and ideas in a clear and concise manner
- Time Management – ability to handle multiple projects and tasks and properly prioritize workflow

Abilities

- Ability to consider potential actions followed by the execution of decision.
- Ability to respond to changing priorities and urgent situations.
- Ability to function under pressure.
- Ability to work strategically and collaboratively across departments.
- Ability to exercise discretion, confidentiality, and judgment.
- Ability to listen, read, and understand complex information in a short amount of time.

Other Work Requirements

- Attention to detail – pay careful attention to detail and thoroughness in completing work tasks
- Initiative – demonstrate willingness to take on job challenges and responsibilities when asked
- Flexibility – be open to change (positive or negative) and to variety in the workplace
- Dependability – demonstrate reliability, responsibility, and dependability and fulfill obligations

TO APPLY

- Please email your resume and cover letter to Kaitlin.Delaney@cityofchicago.org

THIS POSITION IS A SHAKMAN EXEMPT POSITION

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

City of Chicago
Department of Human Resources
January 2022