

**SEIU LOCAL 73**  
**Assistant to the President**  
*Based in Chicago Illinois*

Are you looking for a job with a growing, fighting, diverse and dynamic, member driven union? If so, a career with SEIU Local 73 may be for you!

**ABOUT SEIU Local 73:**

With nearly 30,000 members, SEIU Local 73 has a proud history of raising standards for workers and their families. The Local represents service, technical and professional workers primarily in the public sector in Illinois and Indiana, who are employed in state and local government, school districts, publicly funded social service agencies and universities.

Local 73 is committed to helping workers organize and build a powerful collective voice on the job to win fair wages, meaningful benefits, a sustainable retirement, dignity, and respect.

**ROLE:**

The Assistant to the President, supports the work of the Local by coordinating the top executive officer's logistics, and completing a wide variety of administrative tasks as assigned to support the Local President. Flexibility is key in this role, and the job is not for anyone who craves routine. An ideal candidate is proactive and brings a "can do" attitude and a willingness to learn to this entry level position.

**DUTIES:**

- Books travel and makes logistical arrangements
- Maintains the President's schedule and calendar of events
- Facilitates communication between the Local President, staff, and members
- Organizes and prioritizes incoming calls, correspondence, and messages
- Coordinates set-up and invitations for executive board meetings
- Takes and maintains detailed meeting notes when asked
- Builds a working knowledge of the Local union and its procedures
- Maintains discretion with all privileged and confidential information
- Performs a variety of clerical and administrative tasks as required

**MINIMUM QUALIFICATIONS:**

- A high school diploma or equivalent. Some college experience is a plus
- Must have basic computer skills (Word, Excel, Outlook, PowerPoint etc.)
- Ability and willingness to work long and irregular hours on occasion including infrequent weekends
- Personal commitment to the mission and goals of SEIU Local 73.
- Excellent oral and written communication skills.
- Bi-lingual English/ Spanish a plus, but not required

The starting salary range for the position is \$44,000 to \$50,000 annually depending on experience and skills, and the position comes with substantial benefits, including, paid holidays and vacations, excellent fully paid health insurance benefits, and a defined benefit pension plan fully paid by the employer.

SEIU Local 73 is an equal opportunity employer committed to a diverse and inclusive workforce. Women, people of color, those with disabilities, and members of the LGBTQ community are strongly encouraged to apply. This is a confidential position and exempt from Local 73's staff union CBA.

**TO APPLY**

Interested applicants should send a cover letter and resume to the Hiring Committee at [careers@seiu73.org](mailto:careers@seiu73.org). Interviews will begin in September and continue until the position is filled.