



Position Specification
Program Assistant



POSITION SPECIFICATION – PROGRAM ASSISTANT

CIVIC CONSULTING ALLIANCE

LOCATION CHICAGO, ILLINOIS

Civic Consulting Alliance's mission is to make Chicago a great region for everyone to live in and work. By leveraging the support of the Civic Committee of the Commercial Club of Chicago (collectively the major private employers in the region) with incomparable professional resources and committed leaders, CCA helps to address the region's most pressing problems and greatest opportunities.

At no cost to the taxpayer, CCA works with clients – the Mayor, County Board President, Police Superintendent, foundation presidents and other leaders – who commit to advancing significant reforms and are willing to collaborate on large-scale change. With these leaders, we stage a series of projects to create results addressing some of the most complex issues and opportunities. Together, we accomplish more than any one firm or sector can on its own.

Over the past decade, Civic Consulting Alliance and our partners have invested, collectively, more than \$140 million in the things that matter most in the Chicago region – things like better schools, safer streets, and more vibrant communities. In Fiscal Year 2017, 37 partner firms provided pro bono support to 54 cross-sector projects in four Platform areas: Education; Criminal Justice and Public Safety; Economic Vitality; and inclusive Civic Leadership.

CORE VALUES

The work of Civic Consulting Alliance is guided by five core values:

Collaboration

Civic Consulting Alliance convenes partners from the public, private and non-profit sectors to invest in solving the most challenging issues facing Chicago's region.

Impact

Using their cross-sector relationships, knowledge of public sector issues and private sector management skills, Civic Consulting Alliance drives practical solutions and measurable results that would not be possible without their involvement.



Leadership

Known to be curious, courageous and independent, Civic Consulting dares to take on the region's toughest problems and persevering until goals are met. Beyond the immediate project work, Civic Consulting Alliance staff and pro bono partners become leaders across the region, helping to shape our region for years to come.

Sound Judgment

Projects are selected carefully, ensuring resources are devoted to areas where they can make the greatest impact. Civic Consulting Alliance maintains a big picture perspective to help their clients stay focused on the most important issues, despite day to day pulls in different directions. They honor clients' confidentiality and hold themselves to the highest standards of integrity.

Excellence

Civic Consulting Alliance sets and achieves ambitious goals for their clients, partners, and themselves. They hire and partner with the most talented individuals and firms in pursuit of those goals to bring simplicity and clarity to solve complex, often long-standing problems.

DIVERSITY AND INCLUSION

Excellence at Civic Consulting is achieved through inclusion which encourages each person to bring themselves fully to their work and diversity of perspectives which enriches and strengthens our efforts. We have found that the best solution to a complex problem often comes from a different perspective or a fresh point of view.

We believe a key factor to our success and the impact we make in our region is due to the range of points of view and creativity Civic Consulting employees offer. That's why we want people from diverse backgrounds on our teams.

We strive to recruit people with exceptional talent and ability and to celebrate their differences. We develop and train them and then give them the opportunity to be the best they can be. We're committed to making Civic Consulting a place where everyone can succeed.

STRUCTURE OF THE ORGANIZATION

Civic Consulting Alliance is overseen by a board that includes the senior leadership from Chicago's most prominent corporate, professional, and philanthropic organizations. Board members provide leadership and resources, including:

- Pro bono project teams and externs;
- Financial support;
- Access to expertise;
- Insight into the political climate that helps our work have the maximum possible impact.

A complete list of the Board of Civic Consulting Alliance can be found at:

<http://www.ccachicago.org/our-people/board>

The staff of Civic Consulting Alliance is led by a CEO (currently Brian Fabes, <http://www.ccachicago.org/people/brian-fabes>). Day-to-day decisions on which work to take on, which partners to recruit, and how to staff initiatives are determined by the Management Team, which consists of the CEO, Principals, and Associate Principals. Organizationally, Principals are responsible for long-term progress in specific platform areas (e.g., education, criminal justice, economic vitality) and Associate Principals are responsible for managing individual projects.

Supporting the Management Team is an administrative staff, Associates, and Analysts. The staff is augmented over the summer with fellows from the leading business and policy schools, and from time to time with interns from partner firms.

Core to the Civic Consulting Alliance model is collaboration with partner firms, who deploy talent from their organizations who work on CCA projects in the same way that they would for their "regular" clients (e.g. consulting firms contribute full teams that work full-time; law firms contribute attorneys who treat cases in the same way as they treat their regular case-load). Talent from the world's top firms collaborate pro bono because it is the most effective way to work towards results such as higher graduation and employment rates, greater access to healthcare, reduced government costs, and less red tape for businesses. They understand their contributions will be put to high impact, high accountability efforts that are well defined and achievable, and any individual firm's investment will be leveraged with investments from other firms, so that everyone achieves greater impact working together than alone.

Members include corporate giants, such as ITW, Allstate, and Exelon, leading consulting firms, such as A.T. Kearney, Accenture, Bain, Boston Consulting Group, and McKinsey, global law firms,

including Mayer Brown, DLA Piper, and Kirkland, growth-stage companies such as Lantern Partners, public sector pillars such as Chicago Public Media / WBEZ and many more.

IMPACT

Civic Consulting Alliance approaches issues in phases so that talent is used effectively to produce a sequence of results that, over time, create major change. The results can be seen everywhere. For example:

Public Safety and Criminal Justice, where our vision is to make Chicago the safest big city in America. To achieve this, Civic Consulting Alliance:

- Provided strategy support for the Chicago Police Department (CPD) as it implements dozens of reform initiatives stemming from the Mayor's Police Accountability Task Force and the U.S. Department of Justice. Our team also created a project management system to track progress on reform initiatives and assisted CPD's rollout of its new Use of Force policies, which promote de-escalation tactics and improve safety for both community members and police.
- Worked with the new Cook County State's Attorney, Kim Foxx, to support her transition into office and define her strategic priorities, which include cultivating trust through community relationships and transparency, as well as supporting rehabilitation programs.
- Staffed the Mayor's Police Accountability Task Force, which released a report with more than 100 recommendations for how the City of Chicago and its Police Department can improve community-police relations, increase the effectiveness of CPD's accountability system, and make the city safer for everyone – police and citizens.
- Continue to work with the Public Defender, State's Attorney, Sheriff, and other Criminal Justice Stakeholders, with the goal of reducing incarceration of those accused of non-violent crime who are in jail because they cannot afford cash bail. Since the start of our work with the Stakeholders, the jail population in Cook County fell by 25%, allowing those accused, but not convicted, of non-violent crime a chance to keep their jobs, stay in school, maintain contact with families, and access the services they need to be productive members of our communities.

Economic Vitality, where our vision is to grow an economy that works for everyone. To achieve this, Civic Consulting Alliance:

- Managed the Mayor's Working Families Task Force, charged with recommending policies that support the economic stability of working families in Chicago, and in particular children living in households with working parents. After the Task Force issued its report, the

Chicago City Council adopted legislation consistent with its central recommendation, guaranteeing paid sick leave for the 461,000 Chicagoans who previously lacked access to it.

- Launched Industrial Growth Zones program for the City of Chicago and Cook County to spur regional economic growth and generate real, sustainable jobs in neighborhoods by removing hurdles for development.
- Published “Connecting Cook County,” the County’s first Long Range Transportation Plan in 70 years, which provides the County with strategic priorities to guide future policy decisions and investments in equitable transportation.
- Helped to stand up Black Chicago Tomorrow (BCT), a new initiative that aims to improve the vitality of Chicago’s African American community. Under the leadership of Sam Scott, former CEO of Ingredion, BCT is making connections between community stakeholders, civic organizations, and corporate partners to address community-identified needs in Chicago’s African American communities.

Education, where our vision is to make Chicago the most educated big city in the nation. To achieve this, Civic Consulting Alliance:

- Helped to envision, plan, launch, and implement Reinvention at the City Colleges of Chicago (CCC), the most extensive and successful transformation of a community college system in the nation.
- Developed a comprehensive, coordinated approach to prepare Chicagoans for STEM (Science, Technology, Engineering, and Mathematics) careers, where our team focused on strategy and implementation for five Early-College STEM schools.
- Created an operating model for Chicago Public School’s (CPS) computer science division, CS4All, supporting its goal of providing a relevant and compelling computer science experience to every student in Chicago.
- Worked with Chicago Public Library (CPL) senior staff to create a performance management system that identifies and drives improvements for the Library’s 10 million annual patrons, supporting CPL’s goal to provide equal access to information, ideas and knowledge to all Chicagoans.

HISTORY OF CIVIC CONSULTING ALLIANCE

In September 1985, Mayor Harold Washington asked the Civic Committee of The Commercial Club of Chicago, comprised primarily of the chief executives from Chicago's largest corporations, to make a “hard-nosed, business-like evaluation with no punches pulled” of the City’s long-term finances. Reports that New York City was failing to make payroll were echoing back home. In response, the Civic Committee and Chicago United established the Financial Planning Committee (FPC), bringing



together more than 70 executives to study the budget, evaluate long-range financial prospects, and make recommendations for strengthening the financial condition of Chicago.

The FPC report was a success and the methods used then continue to characterize the model of the Civic Consulting Alliance today. First, the group developed a team structure that was both flexible enough to apply the expertise of volunteers from the private sector and strong enough to create a consistent working method. Second, the project was conducted “below the radar” for its first year. Finally, the work continued, beyond the initial report, to the point that real impact was achieved.

In 1987, the Financial Research and Advisory Committee (FRAC) was organized “to assist the Mayor and his staff in the implementation of recommendations contained in the Financial Planning Committee report and to assist in achieving other financial management improvements.” There was now a formal mechanism for bringing private-sector resources to public issues on an ongoing basis.

The scope of the work eventually expanded beyond financial recommendations, and FRAC addressed some of the broader areas of governmental and municipal management that had concerned The Commercial Club nearly a century earlier. In 2005, FRAC became the Civic Consulting Alliance, a name that reflects both the wider range of issues Civic Consulting takes on today and their unique approach to working with partners across the civic landscape.

THE POSITION

TITLE **PROGRAM ASSISTANT**

LOCATION **CHICAGO, ILLINOIS**

RESPONSIBILITIES INCLUDE:

Supporting Civic Consulting Management Team in executing projects by:

- Scheduling external and internal meetings with a wide range of stakeholders
- Crafting, editing, and formatting correspondence to key external stakeholders
- Compiling and organizing materials for meetings
- Coordinating logistics for larger meetings
- Drafting and submitting expense reimbursements

Contributing actively to CCA's internal teams which include:

- Board relations
- Communications
- Development
- Leadership Council
- Professional Development
- Events teams
- Recruiting
- Operations
- Technology

Responsibilities on internal teams include:

- Producing weekly project pipeline for management meetings.
- Drafting a bi-weekly Board report with input from Management Team members.
- Event planning and execution.
- Tracking and communicating progress and meeting deadlines.
- Maintaining positive relationships with employees, partners, clients, and funders.
- Willingness to periodically work longer hours when necessary.
- Other duties as assigned.

REQUIRED SKILLS AND EXPERIENCE

Experience and qualifications

- 5+ years of professional experience with a strong track record of achievement as an Executive Assistant, Coordinator or similar role
- Significant experience with Microsoft PowerPoint, Word and Excel
- Experience with Salesforce, Adobe Acrobat, InDesign, Conga and Access a plus
- Interested in and able to quickly learn new software tools
- Minimum of high school degree or equivalent

Project Management and productivity skills

- Thrives in a fast paced environment
- Completes tasks quickly and efficiently
- Effectively juggles multiple workstreams
- Zealous attention to detail and accuracy
- Takes initiative, anticipates next steps
- Demonstrated ability to work independently and as a team member



Communication and interpersonal skills

- Outstanding verbal and written communication skills
- Builds strong, trusting relationships with broad range of stakeholders ranging from senior executives to junior staff
- High degree of discretion when dealing with confidential information

COMPENSATION AND BENEFITS

Salary is competitive and commensurate with experience. Civic Consulting Alliance employees are eligible to participate in our 401(k) pre-tax deduction program, transit pre-tax deduction program, voluntary life and long-term care insurance, health insurance, and flexible spending accounts, in accordance with the rules set out for all employees. Paid time off includes three weeks of vacation, two personal days, two swing holidays and nine standard holidays.

START DATE: ASAP

APPLICATION AND CONTACT

Application: Please email your cover letter and resume (including salary requirements) to: programassistant@ccachicago.org . Please include "Program Assistant" in the subject line of your email.