



## Executive and Board Relations Assistant

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### Description

The Executive and Board Relations Assistant is a collaborative, detail-oriented professional who supports the daily operations of Merit's President and Executive Director, as well as the senior leadership team. This role also serves as Secretary to the Board of Trustees and plays a key part in ensuring the smooth, efficient, and well-organized conduct of Board and committee meetings.

The ideal candidate excels in a fast-paced, mission-driven environment, taking pride in building strong relationships, managing logistics effectively, and consistently meeting deadlines. The Executive and Board Relations Assistant contributes to the effectiveness of Merit's leadership by coordinating schedules, preparing meeting materials, handling key communications, and maintaining organized systems. This role also provides administrative and logistical support for cross-organizational initiatives and internal events, while ensuring the smooth operation of the office.

The role is full-time and requires occasional evening and weekend hours to support special events throughout the academic year.

### Organizational Overview

Merit School of Music is a community music school located in Chicago's West Loop. Our primary goals are to help young people transform their lives and experience personal growth through music by providing access to sustained participation. For over 40 years, we have been home to a diverse community of talented young musicians, serving as a springboard for them to achieve their full musical and personal potential. Our 125 passionate and experienced teaching artists provide access to high-quality music education, engaging over 3,000 students annually at our downtown location and in area schools and community centers.

Our students, who reflect Chicago's socioeconomic and ethnic diversity, have the rare opportunity to learn together, dream together, teach each other, and broaden their horizons as they build inspiring lives through music. Merit develops musicians and provides young people with the tools they need to excel in life, with virtually 100 percent of our graduates going to a conservatory or college.

Merit School of Music is committed to building a world where historically underrepresented groups can attain access to quality music education. Simultaneously, Merit is continually working towards becoming an organization that truly reflects the demographics of the city and the students we serve. Merit is committed to being an inclusive, diverse, equitable, and anti-racist organization, continually examining our efforts in this area.

## Reporting Relationship

The Executive and Board Relations Assistant reports to the President and Executive Director.

## Job Responsibilities

Responsibilities of the Executive and Board Relations Assistant include, but are not limited to:

- **Executive and Administrative Support (40%)**
  - Coordinate calendars for the President & Executive Director and Department Head Team, focusing on high-priority and time-sensitive scheduling.
  - Prepare agendas, materials, and meeting logistics (Zoom links, room setup, hospitality) for senior leadership, all-staff, and other key internal meetings. This role does not lead content planning or facilitation.
  - Maintain organized files and documents in SharePoint and OneDrive, ensuring executives and board members have timely access to needed materials. Research answers to limited technology questions as assigned by the Executive Director
  - Manage travel and expense processing for the President & Executive Director, with limited support for one additional senior staff member as assigned.
  - Provide limited administrative support to other Department Head Team members, as assigned by the Executive Director, with clearly scoped tasks and deadlines.
- **Board and Committee Support (40%)**
  - Serve as Secretary for the Board of Trustees, ensuring timely preparation and distribution of agendas, minutes, and supporting materials for Board, Committee, and Task Force meetings.
  - Coordinate logistics for all Board meetings (in-person or virtual), including scheduling, Zoom/tech setup, location prep, refreshments, and document delivery.
  - Maintain an organized archive of Board records, rosters, and governance documents. Support compliance with recordkeeping policies.
- **Administrative Projects & Organizational Support (20%)**
  - Provide administrative support for organization-wide initiatives and projects, as directed by the Executive Director. This may include scheduling, document preparation, note-taking, and follow-up tracking.
  - Assist with regularly recurring internal events and meeting coordination (e.g., board lunches, staff town halls), handling RSVPs, logistics, and hospitality with support from other departments as needed.
  - Maintain internal checklists and standard operating procedures (SOPs) for recurring administrative tasks to promote continuity and efficiency.
  - Support general office tasks, including sorting and delivering mail, processing weekly checks and cash deposits, and coordinating office supply orders. This role does not manage facilities or technology vendors.

Other responsibilities as assigned based on organizational needs

## **Knowledge, Skills, and Abilities**

### **The ideal candidate will possess the following qualities:**

- At least two years' administrative experience required; backgrounds in the arts are especially welcome
- Prior executive assistant or board relations experience preferred
- Experience coordinating meetings and providing logistics support (e.g., scheduling, materials prep, tech setup)
- Proficiency with Microsoft Office 365 and Zoom; ability to troubleshoot basic tech issues
- Strong interpersonal skills; able to build positive relationships with leadership, board members, and staff
- Demonstrated commitment to inclusion, diversity, equity, and antiracism in education
- Strong organizational systems for managing multiple competing tasks and deadlines; plans ahead and asks for help when needed
- Meticulous attention to detail; notices and corrects errors, learns from mistakes, and leaves things better than they found them
- Takes ownership and follows through; adapts under pressure and maintains high standards even when things are hectic
- Customer-service mindset with a calm, clear, and helpful communication style
- Good judgment and willingness to ask questions when unsure; follows established procedures and knows when to escalate
- Trustworthy and authentic; communicates directly, follows through on commitments, and builds relationships across lines of difference

## **Educational Requirements**

Bachelor's Degree required, with a degree in music or other arts discipline preferred.

## **Schedule**

The Executive and Board Relations Assistant is a full-time, overtime-exempt position, working a minimum of 37.5 hours per week. The role will require availability for some weekend and evening hours to support select events throughout the academic year. We believe in work-life balance and are committed to keeping the workload in alignment with the hours worked. At this time, this role offers a balance of in-person and remote work, which will be regularly agreed upon and coordinated with the President and Executive Director.

## Compensation

Merit offers a comprehensive employee benefits package, including the following items:

- Compensation is commensurate with experience but based on a starting salary of \$55,000 annually.
- You will be eligible to participate in Merit's employee benefits package on the first day of the month following 30 days of employment.
- Merit offers a robust healthcare package including BCBS medical (HMO and PPO options), Delta Dental (HMO and PPO), employee-paid EyeMed vision care, and employee-paid voluntary life insurance coverage.
- One day of paid time off (PTO) earned each month in the first year (increases each anniversary) and seven paid holidays in addition to a paid winter break (approximately one week).
- 401(k) eligibility begins on the first day of the new calendar quarter following one year of employment

Further information on our benefits package and employee policies is available upon request.

## How to Apply

To apply, please upload your resume detailing your relevant experience and qualifications for this role [using this link](#). Applications will be accepted through **June 22, 2025**. Materials should be compatible with Microsoft Word or Adobe Acrobat PDF. Interviews will be provided for finalists.

ALAANA/BIPOC people, trans and gender-nonconforming people, and women are encouraged to apply.

For more information about Merit School of Music, please visit [www.meritmusic.org](http://www.meritmusic.org).

Merit School of Music is committed to enhancing the diversity of our musical community, recognizing that by providing a diverse, equitable, and inclusive learning environment for our students, we are preparing them for personal and professional success in an increasingly multicultural and global society. The Merit community recognizes that it has a responsibility for creating and sustaining a learning environment where difference is valued and where equity and inclusion are practiced.