

Position Announcement

**Administrative Associate
The Himmelfarb Group**

The Himmelfarb Group, a boutique executive search firm in Oak Park, seeks a part-time (25 to 35 hours/week) administrative associate to manage and carry out all administrative and financial aspects of the firm's work.

The Himmelfarb Group's clients are public interest organizations; this position offers an opportunity to work on projects for not-for-profits and foundations that are addressing many of the critical public policy and social justice issues of our time. While performance standards are rigorous, the setting is informal and offers some scheduling flexibility. The position reports to the firm's principal.

Responsibilities

- Manage and carry out outreach and communications activities related to search assignments and other office business including developing and maintaining outreach databases, producing large outreach mailings, and corresponding with candidates.
- Field telephone calls and answer initial inquiries from candidates and others.
- Assure that the process for each search moves smoothly, including maintaining and overseeing task schedules, scheduling all candidate and client meetings, processing and responding to candidate résumés, and maintaining candidate records and materials.
- Arrange for travel and other logistics associated with searches and other firm business.
- Produce written materials including marketing materials and proposals, and materials for client meetings.
- Manage and maintain office information systems, including the firm's network, website, and database and other programs. Maintain other office equipment and telephone system.
- Handle financial projections, billing, and accounts payable.

Qualifications

- B.A. degree; a minimum of 8 to 10 years of relevant professional experience. Excellent communication skills; strong proofreading and editing ability and the ability to manage incoming phone calls with efficiency, accuracy, and warmth are especially important.
- Strong computer skills, including familiarity with Microsoft Word and with network and website maintenance. Familiarity with Act! database software and/or QuickBooks would be a strong plus.
- Good organizational and research skills; demonstrated ability to do detailed work accurately while keeping in mind project timelines and the context in which the work is undertaken.
- Interest in the work of foundations and not-for-profit organizations; familiarity with public policy and social justice issues.

Personal Qualities

Resourcefulness, energy, flexibility, patience with detail and with human foibles, and a sense of humor are all important, as is the ability to keep an office well organized and on track. Good judgment, discretion, and a healthy dose of common sense are critical. The successful candidate will have a commitment to producing excellent work, working both quickly and thoughtfully, and to being both responsive to client needs and sensitive to candidate concerns. She or he will enjoy engaging with a wide variety of individuals as well as supporting the work of the firm's principal and its other associates.

This position is available in late April, 2008.

The Himmelfarb Group is an equal opportunity employer.

Further information about The Himmelfarb Group is available at www.himmelfarbgroup.com.

Those interested in this position may call with questions or send a cover letter and résumé by e-mail to:

thg@himmelfarbgroup.com, to the attention of Susan Himmelfarb.

The Himmelfarb Group 708-848-0086 www.himmelfarbgroup.com