

CAREER OPPORTUNITY

Job Title: Administrative Analyst
Location: Peoria, IL
Date: February 2023

About IPOPIF

The Illinois Police Officers' Pension Investment Fund ("IPOPIF") was created by the Illinois Legislature and signed into law by Illinois Governor JB Pritzker on December 18, 2019. The law, Public Act 101-0610, provided for the mandatory consolidation of the investment assets of the state's public safety pension funds into two investment funds – one of which is for police. The consolidation of the investment assets of the 357 involved downstate and suburban police pension plans into one statewide investment asset pool will create a single trust fund with an estimated \$10.5 billion in assets.

IPOPIF is seeking outstanding applicants for the position of Administrative Analyst. Under the direction of the Executive Director, the Administrative Analyst will oversee and provide comprehensive administrative support for the Fund located in the Peoria, IL office.

Essential job duties:

- Draft memos, letters, agendas, and reports on behalf of IPOPIF
- Process hiring forms and other onboarding-related tasks for new employees
- Manage social media accounts and related communications
- Prepare and organize materials for meetings and presentations
- Manage schedule for CIO and Executive Director
- Order supplies for office as needed and maintain supply budget
- Oversee day-to-day operations of the Executive Assistant
- Represent IPOPIF in a professional and pleasant manner to the public when answering the phone and greeting guests
- Special projects as assigned

Position Qualifications:

- 5 years of experience in administrative services
- 2 years of experience supervising others
- A Bachelor's degree in Business Administration, Communications, English or a related field preferred. Associates degree or relevant previous experience permitted.
- Experience working in professional services or public pension industry
- Highly proficient in Microsoft Office Suite including Outlook, Word, Excel
- Experience writing professional communications
- Highly detail-oriented and self-motivated
- Strong organizational skills

Application Instructions: To apply for this opening, please submit your resume and cover letter to Megan Holford at mholford@lauterbachamen.com with the subject line IPOPIF Administrative Analyst position.

EOE

M/F/D/V