



Administrative Coordinator – Cook County Pension Fund

The Cook County Pension Fund

The Cook County Pension Fund (the Fund) administers retirement, survivor, retiree health and disability benefits to employees and retirees of Cook County and the Forest Preserve District. There are approximately 19,000 active members (employees), 20,000 annuitants (retired employees and survivors of retirees). The Fund is governed by a 9-member Board of Trustees. The Fund holds investment assets of over \$13 billion as of December 31, 2023.

The Fund is administered in accordance with the Illinois Pension Code by staff from one office location. While ensuring compliance with the Illinois Pension Code, staff efforts are focused on providing outstanding service to members, efficient operations, and prudent utilization of resources. Work is conducted in a professional work environment where employees have development opportunities to grow and learn.

Job Description and Responsibilities

The Administrative Coordinator position provides an opportunity to deliver professional administrative support to the Executive Director, Senior Staff, and the Trustees, and to service essential functions of the Fund. The Administrative Coordinator will report directly to the Executive Director and will be essential in the management of daily office operations, staffing support, and member services.

Essential Duties of the Position include, but are not limited to:

- Support the Executive Director on various administrative matters regarding the Trustees and Fund staff
- Coordinate administration of daily office operations including facilitating interdepartmental collaboration and communication
- Staff timekeeping maintenance
- Coordinate and administer activities related to Board of Trustee meeting matters, including notifications, materials distribution, documentation, and follow-up requests
- Maintain list of vendor contracts
- Assist with communications related to building management, as requested
- Assist with maintenance and management of phone system
- Assist with document management and document retention plan
- Provide support on matters of compliance, special projects, or administration as requested by Senior Staff
- Other duties as assigned



Job Qualifications

Minimum Requirements and Skills of the position include:

- Bachelor's Degree and/or prior work experience in similar role for 3-5 years
- High level of proficiency in Microsoft Office, Excel, and Teams
- "Hands-on" and able to work independently while prioritizing assignments with initiative
- Excellent interpersonal skills
- Able to manage multiple assignments simultaneously and possess strong organizational skills
- Strong attention to detail
- Ability to maintain the highest level of confidentiality and integrity
- Interest in learning, adapting, and supporting the efforts of a public retirement system and its members

This position may perform all or some of the responsibilities above and other related duties as assigned. Employment includes participation in the pension system, along with other generous benefits.

Additional Information

Work Location: 70 West Madison, Suite 1925
Chicago, IL 60602

Compensation: \$55,000 - \$65,000

How to Apply: Please submit resume and cover letter to:
careers@countypension.com

This position will remain open until filled and applications will be reviewed as received.