

Program Manager Job Posting

Program Manager – Uptown United

Job Summary

Under the direction of the Executive Director, the Program Manager executes Uptown United's programmatic and administrative duties related to business support, district planning, tourism, special events, and communications. The Program Manager leads Uptown United's programs to support local businesses prior to and during the CTA's Lawrence-to-Bryn Mawr Modernization project.

Start Date: Late June/Early July 2019

Supervisor: Executive Director

Hours Worked: Part-time, hourly position, approximately 14-22 hours per week. Occasional evening and weekend work required.

Essential Functions and Responsibilities

Business Support, District Planning, and Economic Development

- Leads business support efforts prior to and during the CTA's Lawrence to Bryn Mawr Modernization (LBMM) Project
- Perform regular outreach to local businesses and organizations in the LBMM Project area
- Organize and/or attend meetings related to the LBMM project
- Provides technical assistance to local businesses, and connect them with outside resources and partners
- Connects businesses, organizations, and property owners with other Uptown United and Business Partners programming
- Assists with research, data collection, data analysis, and mapping related to economic development and district planning
- Provides outreach to local stakeholders around issues of planning, infrastructure, and economic development

Tourism, Special Events, and Communications

- Implement aspects of the Uptown Tourism plan
- Develop communications materials such as email newsletters, web pages, print materials, and social media posts as they relate to projects
- Produce well-designed materials for some events and program-related activities
- Maintain websites for program-related activities
- Support special events produced by Uptown United
- Assist with Uptown United's grant and contract reporting
- Assist with other aspects of the work of Uptown United

Education, Training, and Experience

- Bachelor's degree required, preferably in urban planning, nonprofit management, communications, marketing, business, or another related field
- At least three years' experience working in a professional setting
- Experience communicating with and providing support for customers, clients and/or stakeholders
- Successful small event (workshops, meetings) planning and meeting facilitation experience



- Proven track record of data collection, research, and writing

Skills, Knowledge, and Abilities

- Experience with and/or knowledge of Microsoft Office Suite, Office365, Constant Contact, Wordpress (or other content management system), and major social media platforms (Facebook, Twitter, Instagram, etc.)
- Basic graphic design skills and familiarity with Adobe Creative Suite, advanced graphic design skills preferred
- Excellent verbal and written communication skills
- Extraordinary attention to detail
- Commitment to excellent customer service
- Enthusiastic about cultivating relationships with and assisting local businesses and organizations
- Positive and professional attitude when interfacing with community stakeholders, business owners, staff, and other partners
- Flexible, adaptable, and able to effectively prioritize tasks
- Candidate must be organized, a self-starter, able to meet deadlines and work independently to accomplish goals
- Able to work in collaboration with a small, creative, entrepreneurial team
- Fluency in Vietnamese and/or Chinese preferred
- Familiarity with City of Chicago departments (BACP, DCASE, DPD, CDOT, CTA) a plus
- Good sense of humor required

To Apply

Send cover letter and resume to jobs@exploreuptown.org. No phone calls, please.

About Uptown United and Business Partners, The Chamber for Uptown

Uptown United and Business Partners are the nonprofit community economic development organization and chamber of commerce for Chicago's Uptown neighborhood. The organizations have a shared mission to lead efforts to build a strong, unified business environment; facilitate economic development; and strengthen community—all to nurture a diverse, vibrant, thriving and strong Uptown. Uptown United is the Sole Service Provider of the Uptown Special Service Area (SSA #34), which provides services within its tax district. The Uptown SSA is committed to providing quality beautification, cleaning, safety, placemaking services to its owners and stakeholders. Learn more at ExploreUptown.org