

Rogers Park Business Alliance Job Description

Position: Economic Empowerment Center (EEC) Program Assistant

Employment: Full-time

Classification: Non-exempt

Supervisor: EEC Director

Rogers Park Business Alliance (RPBA) is a not-for-profit, 501c3, organization, specializing in business, community and economic development in Rogers Park, one of the most racially, ethnically and economically diverse communities in Chicago. RPBA cultivates and sustains a thriving economic environment in Rogers Park, serving businesses and residents. Rogers Park Business Alliance is a delegate agency of the City of Chicago Department of Business Affairs and Consumer Protection, is the Sole Service Provider for four Special Service Areas (SSAs), hosts the Glenwood Sunday Market, the Illinois Small Business Development Center at RPBA, a State Designated Cultural District and a State of Illinois Economic Empowerment Center.

The primary task of this position is to assist in and provide support to the EEC Director for the planning, development and operations of the Economic Empowerment Center. Specific responsibilities will include outreach, program implementation and management, and ongoing data input. It is preferred that the assistant is efficient, detail-oriented, skilled in developing and maintaining workplace and customer relationships, is bilingual in English and Spanish and has the ability to connect cross-culturally with a wide variety of people.

Responsibilities of the Program Assistant include:

- Providing administrative support to the EEC Director to plan, execute and assess programs and events.
- Assisting in the research, development and outreach of the EEC.
- Creating and updating program schedules and events.
- Assisting in coordinating and engaging with guest faculty, consultants and subject matter experts.
- Processing invoices and payments for program consultants and instructors.
- Implementing and updating policies, processes and procedures to assure program integrity including forms, applications and criteria for participation, reporting requirements, partner agreements and other program related needs.
- Keeping and maintaining appropriate and detailed reporting in our Customer Management Relationship (CRM) software, including Salesforce.
- Managing, updating and maintaining databases with data collected including contact information, needs assessment results, relationship management activities and other interactions with clients, advisors and partner organizations.
- Managing monthly reporting to the State of Illinois and other funders as required.
- Representing RPBA and EEC at small business expos.
- Communicating between program participants and RPBA staff.
- Participating in regular weekly staff meetings, as well as long range and strategic planning sessions.
- Completing other duties and responsibilities as needed and/or assigned.

Preferred Qualifications

- Associates degree, Bachelor's degree or certified administrative professional certification. Past administrative experience or tenure in an office setting.
- Excellent interpersonal skills and the ability to work with people of diverse and divergent backgrounds.
- Ability to take direction, be a self-starter, take initiative, multi-task and prioritize.
- Availability for evening and weekend events and programs as scheduled.
- Must respect and embrace diversity in all its forms when interacting with peers, supervisors, community partners, business owners and residents.
- Bilingual and bicultural (reading, writing, ability to conduct meetings and make presentations) is preferred.

- Experience in nonprofit management, education, business entrepreneurship and project management is a plus.
- Experience in economic development, small business development and/or community organizing.

Salary and Benefits

Annual salary is commensurate with experience. Benefits include flexible work schedule, health insurance, two weeks paid vacation, sick leave, personal leave, eleven paid holidays per year.

RPBA offers a supportive and friendly work environment. RPBA is committed to ensuring that we are an anti-racist organization and that our work contributes to the dismantling of systemic racism. RPBA is an equal opportunity employer.

This job posting is intended to describe the general requirements for the performance of this job. It is not a complete statement of duties, responsibilities or requirements. Other duties not listed here may be assigned by leadership.