



CHOOSE CHICAGO

Position Title: Project Specialist
Department: Neighborhood Strategy
FLSA Status: Non-Exempt
Reports To: Project Manager and Senior Management
Effective Date: January 2023

Choose Chicago is the official sales and marketing organization responsible for promoting Chicago as a global visitor destination to business and leisure travelers.

POSITION SUMMARY

The ideal candidate will provide support to the Neighborhood Strategy team and monitor the life cycle of business initiatives and projects for management. Working with management, monitor project goals and ensure timely completion. Responsible for assistance in drafting communications and legal documents for the team.

Must demonstrate a high level of interpersonal skills to handle sensitive and confidential information. Candidate must possess ability to illustrate a results-focused approach and commitment to going the extra mile for key stakeholders, including adapting quickly to situations and managing demands.

SUPERVISOR RESPONSIBILITY:

N/A

RESPONSIBILITIES:

- Provides administrative support for all neighborhood projects and events as assigned.
- Works closely with management in managing all assigned projects to completion, ensuring on-time delivery, and supporting the tracking of budgetary demands if needed.
- Responsible for maintaining all information for formal briefings, update meetings, and written, electronic, and graphic reports for stakeholders as directed by management.
- Assists management in drafting written communications and legal documents for projects across the team.
- Creates progress presentations for management and/or stakeholders as required.
- Schedules meetings for departmental team with various representatives, City officials, etc.
- Liase with small businesses on program specifics and initiatives.
- Oversees small business support programs with multiple vendors, including the professional photography planning.
- Works with City agencies, neighborhood representatives and vendor partners.
- Communicates and escalate issues and risks to management in a timely manner.
- Responsible for regular updates to the Partnership Pipeline Report for management review.
- Responsible for the distribution system/process of neighborhood collateral.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

- Associate degree preferred or equivalent practical experience.
- Minimum of three (3) years of related experience showing progressive growth and learning and/or training equal to the skill level needed to perform this position.
- Prior project management experience required involving high-level attention to detail, data management and project analysis.
- **Must have a professional proficiency in Spanish.**

- Experience in consensus-building approach in working with multiple partners/clients.
- Excellent attention to detail and communication skills.
- Position requires significant amount of independent judgment with minimum supervision and problem-solving skills.
- Must be able to use sound judgment and discretion; demonstrate professionalism and ownership.
- High level of proficiency in MS Office products and data reporting capabilities.
- Experience with Google Suite and Canva a plus.
- Basic understanding of marketing disciplines and promotional efforts/concepts.

KNOWLEDGE, SKILLS, AND ABILITIES

- Outstanding verbal and interpersonal skills for frequent interaction with clients / vendors.
- Experience with project management database-driven structures.
- High attention to detail with the ability to manage and work simultaneously on multiple projects organize and meet tight deadlines in a fast-paced environment.
- Ability to think creatively, strategically and work within budget.
- Possess excellent written and verbal communication skills, exceptional spelling and grammar skills.
- Well organized, flexible, detailed oriented and have the ability to work in a fast-paced environment while managing and completing projects.
- Energetic, self-starter and resourceful problem solver. Keeps projects on timeline.
- Ability to represent Choose Chicago in a professional manner while interfacing with internal and external clients.
- Maintain high degree of confidentiality, discretion, and sound judgment.

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS

- Ability to perform work utilizing a computer for extended periods of time
- Ability to sit for extended periods of time in performing the work
- Ability to grasp objects utilizing the fingers (fine motor manipulation)
- Ability to provide proof of vaccination
- Ability to travel by ground transportation (includes personal and public transportation) as required in performing work (once a month or more depending on season)
- Ability to travel throughout the city, including prolonged standing and walking.
- Ability to work nights and weekends as needed. Working evenings include, but are not limited to hosting media, attending business exchanges and venue openings/receptions/client appreciation

TO APPLY:

This position offers a competitive salary and benefits package. Qualified candidates should submit resume and include **salary requirements** to resumes@choosechicago.com.

Choose Chicago

Human Resources Department

301 E. Cermak Road

Chicago, Illinois 60616

EMAIL: resumes@choosechicago.com

No Phone Calls

Choose Chicago is an Equal Opportunity Employer