



Now Recruiting

Calumet Area Industrial Commission

Project Coordinator

Located in Chicago's Pullman Neighborhood, the [Calumet Area Industrial Commission \(CAIC\)](#) is a 52-year-old not-for-profit membership organization that advocates for and raises awareness around advanced manufacturing and job training. In an increasingly exciting field, advanced manufacturing supports a range of careers that include apprenticeships, safety, artificial intelligence, machine learning, and other state of the art programs.

CAIC is seeking a qualified job candidate for its Project Coordinator position. In 2020, as part of its Invest South/West program, the City of Chicago selected the Calumet Area Industrial Commission (CAIC) and its partners, the Greater Roseland Chamber of Commerce (GRCC) and the Chicago Neighborhood Initiative (CNI) as Corridor Managers for the 111th Street and Michigan Avenue Retail Corridors in the Pullman and Roseland neighborhoods. As the fiscal agent for this partnership, CAIC is the main contact and responsible party to Local Initiatives Support Corporation (LISC) for the submission of the required documentation and vouchers.

While working in coordination with CAIC's Director of Economic Development, Chicago Business Center Coordinator and the SSA# 71 Program Manager, the Project Coordinator will be responsible for the following:

- Identify opportunities to market and link business development resources, including ones through the Chicago Business Center and the SSA's façade rebate program, to eligible existing businesses in the 111th Street and Michigan Avenue Corridors.
- Coordinate with LISC staff and CAIC's Corridor Manager Partners, GRCC & CNI, to bring resources from their organization that could help the business attraction, retention & expansion efforts in the 111th Street & Michigan Avenue Corridors.
- Identify opportunities to market available space along the corridor to new and existing businesses.
- Assist with CAIC's partners, CNI and GRCC, to promote and coordinate Placemaking and other events in both Corridors.
- Monitor and gather information from the partners on the outcomes for both corridor's work plans and prepare necessary documentation to LISC.
- Monitor incoming investments into the corridor, including new private investment and job creation.
- Work with the Chicago Business Center Manager to assist Businesses in need of licenses, city permits and other services needed.
- Work with Chicago Business Center Manager with managing and fulfilling two StoreFront Activation grants: Roseland and South Chicago

- Work with Chicago Business Center Manager with the NBDC Cultural Specialist grant to assist businesses with language barriers with city resources.
- Market Employment and Training Programs to both employers and community residents and assist in outreach efforts beyond the two Corridors to improve the Economic Environment of the whole communities surrounding Roseland, Pullman, West Pullman and other communities that normally come to shop.
- Work as a team member with all projects at the CAIC to improve the economic conditions in the Greater Calumet Area in order to attract investments in the 111th Street and Michigan Avenue Corridors.
- And other duties as assigned.

Qualifications

A candidate with an associate degree would be well suited for this position. Must have good communication and collaborative skills and be able to handle multiple tasks, especially fulfilling deadlines. A high degree of digital literacy is a must for this position. Must be comfortable using Microsoft Suite. Preference for applicants located in the Roseland 60628 neighborhood.

Compensation and Benefits

This is a full-time salaried position that offers medical insurance. Every FTE also is covered by short- and long-term disability insurance, vision, dental, and 401k with employer contribution. Generous vacation and PTO.

This position will be filled as quickly as qualified candidate is found.

Send your resume and cover letter to info@calumetareaindustrial.com with subject line: "Project Coordinator"