



## Greater Ravenswood Chamber of Commerce

### Position Announcement – Outreach & Administrative Coordinator

<b>Position:</b>	Outreach & Administrative Coordinator
<b>Job Type:</b>	Full-Time Salaried / Exempt Position
<b>Compensation:</b>	\$45,000 – \$50,000 annually, commensurate with experience and qualifications.
<b>Start Date:</b>	May 1, 2025
<b>Summary:</b>	The Outreach & Administrative Coordinator position plans, directs and organizes key outreach and office management functions of the GRCC.

Join a small-but-mighty team that works hard to support Ravenswood's vibrant small business community! The Greater Ravenswood Chamber of Commerce's mission is to encourage economic growth in our neighborhood through business development, networking, education, advocacy, and access to resources.

As our Outreach & Administrative Coordinator, you should be prepared to become socially engaged in the Ravenswood community. We're looking for someone to conduct consistent and engaging outreach while helping to keep our office organized and efficient. You will be supported in your work by our dynamic staff, board, and volunteers— other like-minded individuals whose collective goal is to continue to make Ravenswood a special place to live, work, and play.

#### Responsibilities

##### *Small Business & Community Outreach – 50%*

- Conduct in-person and digital outreach to small businesses and organizations in Ravenswood and its surrounding communities. Outreach goals include raising awareness of available resources and support services, increasing business engagement, and uncovering challenges facing small businesses.
  - Canvas commercial corridors to raise awareness of existing resources, promotional opportunities, and upcoming events.

- Communicate with businesses about grant opportunities, government programs, marketing campaigns, and event participation.
- Create and schedule GRCC's weekly community email newsletter, which features neighborhood news, upcoming events, business resources, job postings, and volunteer opportunities.
- Mail welcome kits to new businesses opening in the area.
- Attend Chamber of Commerce Professionals Meet-Ups to stay informed on industry trends, challenges, and strategies.

*Special Event Support – 25%*

- Assist with the execution of all GRCC business and community programming. This includes but is not limited to supply ordering, event set up/teardown, registration management, and other duties as needed.
  - Work with Director of Business Services to host and drive attendance to member orientations, committee meetings, networking events, and roundtable discussions.
  - Work with Director of Events & Marketing to recruit, coordinate, and train event volunteers.
  - Assist Director of Events & Marketing with promotion and outreach for GRCC special events and community programming.

*Office Administration – 25%*

- Lead general office maintenance efforts, including supply ordering, bill paying, permit renewal, invoicing, and other administrative tasks.
- Manage incoming inquiries via phone, email, and in-person visits.
- Manage GRCC's info@ email inbox, respond to inquiries and refer to colleagues/other resources as needed.
- Maintain and update GRCC information in our membership database (Chambermaster) and on our website (WordPress).
- Distribute membership renewal invoices on the last week of every month.
- Assist the Executive Director and other staff with scheduling, correspondence, and meeting preparation.

In concert with the above responsibilities, the Outreach & Administrative Coordinator should expect to:

- Attend all GRCC events and activities.
- Attend member events, grand openings, etc.
- Coordinate other projects or activities as directed by the GRCC Executive Director.

## **Qualifications & Experience**

### Required Qualifications & Experience

- Excited to work in collaboration with a small, creative, entrepreneurial team.
- Strong computer skills. Proficiency with Microsoft Office Suite/Office 365 (Outlook, Word, Excel) and Google Forms.
- Strong written and verbal communication skills, with an ability to engage and connect with diverse constituencies.
- Fluency or conversational skills in Spanish.
- Able to quickly identify issues and initiate thoughtful responses.
- Requires minimal direction to accomplish tasks with a high level of enthusiasm and professionalism.
- Flexible, adaptable, and able to effectively prioritize tasks.
- Strong customer service skills.
- Able to work professionally with various groups, including businesses, community members, elected officials, board members, staff, and others.
- Available to work occasional evening and weekend events.
- Commitment to the mission of the GRCC and helping Ravenswood small businesses.
- Must possess a valid Driver's License

### Preference will be given to candidates with:

- Experience with CRM systems, such as ChamberMaster, Salesforce, etc.
- Experience in an office setting working for not-for-profit, membership organization, chamber of commerce or community organization.
- A bachelor's degree, emphasis in communications, marketing, urban planning/studies, public administration, or a related field.
- Experience working directly with various City of Chicago departments.
- Familiarity with Ravenswood and/or Chicago's small business community.
- Experience volunteering at a nonprofit organization.

## **Compensation & Benefits**

- Compensation: The salary range for this position is \$45,000 – \$50,000 annually, commensurate with experience and qualifications.
- Typical Hours: 9am-5pm, occasional nights and weekends are required.

- Paid Time Off includes:
  - 20 Vacation Days
  - 14 Paid Holidays
  - 6 Sick Days
- Employer Health Insurance (Medical and Dental)

This position is located on-site in our office in Chicago, IL. Candidates must be located near Ravenswood or within the Chicago area to be considered. While some flexible work arrangements and remote work may be possible, this position is primarily in-person.

### **About the Greater Ravenswood Chamber of Commerce**

The Greater Ravenswood Chamber of Commerce is a 501c6 non-profit organization that provides resources for entrepreneurs in Ravenswood and its surrounding communities. We are guided by the belief that creativity, sustainable living, and diverse industry position Ravenswood as a destination neighborhood. We create programs and provide services that connect the dots between businesses, residents, non-profit organizations, local government, and area schools.

The Greater Ravenswood Chamber of Commerce is an equal opportunity employer committed to building a diverse and inclusive team.

### **To Apply:**

Email cover letter and resume to [gene@ravenswoodchicago.org](mailto:gene@ravenswoodchicago.org) with the subject line: "Outreach Coordinator – YOUR NAME"

No phone calls please.

Applications will be accepted on a rolling basis until the position is filled.