

Chicago United



Chicago United is the premier thought-leader in advancing inclusion. Our signature programs, initiatives and research provide the tangible tools companies need to transform culture within their organizations. Our nearly 100 Member Companies include Fortune 500, large, mid- and small-sized businesses, as well as civic and nonprofit institutions.

Chicago United seeks a Program Specialist to join our team. The prime candidate is an extremely organized, creative individual with a passion for implementing and building inclusion in the workplace. This position reports to the Senior Director of Leadership Development and Organizational Capacity.

Position Description – Program Specialist

The Program Specialist is responsible for overseeing and coordinating the execution of Chicago United Member Programs, and has primary responsibility for the logistics, program execution and data collection for Chicago United's Corporate Inclusion Institute. This role manages timelines, resources, and stakeholder communication, to ensure alignment with each program's objectives.

Key Responsibilities

- Provide daily management and primary oversight of the CII program mechanics including assuring compliance for program documents, contracts, program participant management, assessment tools and tracking and program related data.
- Manage CII participant enrollment, and attendance tracking.
- Effectively communicate program status updates, and potential issues to stakeholders at all levels.
- Provide support in developing Chicago United Member Programming plan, and schedule.
- Manage logistics for each event, including location set up, catering and technology requirements when needed.
- Facilitate registration for programs, work to increase engagement when necessary.
- Distribute post-program surveys, obtain participant feedback, track trends, and recommend enhancements.
- Maintain detailed files for each member program and The Corporate Inclusion Institute.
- Track program performance against key metrics, identifying areas for improvement to align with program objectives.
- Monitor daily workflow and identify areas for improvement.
- Assist the Senior Director of Leadership Development and Organizational Capacity where needed.

Skills/Qualifications

- The ideal candidate must have a strong understanding of project management methods and best practices. Excellent written and verbal communication skills to effectively convey information to various stakeholders are required. Bachelor's degree with a minimum of 1-3 years' experience in programming and project management. Must maintain deadlines and demonstrate the ability to prioritize and coordinate projects in a timely manner, sometimes under pressure, with a high level of professionalism and confidentiality. Must be able to demonstrate the capability to develop and execute program strategies aligned with organizational objectives. The candidate must have a strong knowledge of MS Office Suite. The ability to learn and utilize technical platforms such as YourMembership and JotForm is a plus.

Interested candidates should submit resume and cover letter to HumanResources@chicago-united.org
Please indicate position title in subject line.