

Chicago United



Chicago United is a corporate membership and advocacy organization whose mission is to achieve parity in economic opportunity for People of Color by advancing multiracial leadership in corporate governance, executive management, and business partnerships.

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 enhancing diversity, equity, and 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

Program Oversight - Provide management support for The Corporate Inclusion Institute (CII) including managing enrollment, attendance tracking, and assuring compliance for program documents, contracts, program participant management, assessment tools and tracking program related data.

Performance Monitoring and Reporting - Effectively communicate program status updates, and potential issues to stakeholders at all levels. Distribute post-program surveys, obtain participant feedback, track trends against key metrics, and recommend enhancements. Maintain detailed files for each Member Program and The Corporate Inclusion Institute.

Program Coordination – Manage logistics for member programs, facilitate registration and engagement outreach, assist with location set up, catering and technology requirements when needed. Monitor program workflows and identify areas for improvement.

Strategic Planning - Provide support in developing the Chicago United Member Programming plan, and schedule. 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/or project management. Demonstrate proactive approach to identifying and resolving program issues sometimes under pressure, with a high level of professionalism and confidentiality. 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, Airtable, and JotForm.

Interested candidates should submit resume and cover letter to HumanResources@chicago-united.org

Please indicate position title in subject line.