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Chicago, IL 60647  
(773) 929-5552

## **Outreach Associate North Branch Works**

### **Summary:**

The Outreach Associate (OA) will build and maintain relationships with local companies and community-based nonprofit organizations through outreach and marketing of city programs and business services. The OA will explore and document company/organization needs and connect them to solutions. A successful applicant will possess self-confidence, the ability to connect with business owners and community members as well as demonstrate how she/he/they/them worked effectively to help others and benefit the community in past jobs or endeavors.

This job requires a multi-tasking professional with strong communications skills, the ability to meet deadlines, with a background in urban planning, public policy, or a related field. The successful candidate will deliver resources to businesses and plan events that highlight our service area as the preeminent place to work and own a business.

### **Responsibilities:**

- The Outreach Associate (OA) is an important role in North Branch Works' new nonprofit capacity building program that was recently funded by the City of Chicago.
- The primary focus of this position is to connect with potential nonprofit partners in the following neighborhoods: Avondale, East Garfield Park, Hermosa, Humboldt Park, Irving Park, Near West Side, Garfield Park, and West Town.
- This position will also help with outreach to industrial and manufacturing businesses for our Local Industrial Retention Initiative (LIRI) contract with the City of Chicago.
- The OA will lead the initial contact with these organizations and help strengthen NBW's network in West Side communities. This task will require research, virtual and in-person meetings, phone calls, direct mail, and helping to provide technical assistance.
- The OA will build upon our asset map for West Side neighborhoods and further strengthen our directory.
- The OA will work closely with our Director of Business and Economic Development to help nonprofit organizations identify and apply for grant opportunities that build their capacity to deliver high-quality services and carry out their missions.

- The OA will help NBW organize and deliver webinars targeted to nonprofit organizations. This work may include opportunities for public speaking, program development, event planning, and group facilitation.
- The OA will participate in community roundtables and other meetings to identify and partner with potential nonprofit partners.
- The position also requires updating records in Salesforce and adding new nonprofit partners.
- The OA may participate in meetings with businesses and decision-makers and help with our 2023 events such as Chicago River Day and the North Branch boat tour.
- The OA will help with communications work such as social media and writing stories for our blog and our bi-weekly e-newsletter.
- Other duties as assigned

### **Qualifications**

- BA/BAS in urban planning, business administration, public policy, or related field; Master's degree preferred
- 2+ years' work experience
- Self-starter with ability to work independently and as a team member
- Strong time management skills, ability to meet deadlines and complete taxes. Diligence in record keeping and reporting
- Excellent verbal and communication skills, proficiency in Microsoft Office Suite, Salesforce, Eventbrite, and Constant Contact
- Bilingual English/Spanish speaking candidates are preferred.

### **Additional Info**

- Reports to Director of Business and Economic Development
- Local travel in Chicago is required.
- Full Time – Monday-Friday, 40 hours per week. Some nights and weekends will be required.
- Salary - \$40,000 including a generous benefits program
- This position is funded for through the end of the year with the possibility of continued funding.
- To apply, please send a cover letter and resume to Steve Simmons, Director of Business and Economic Development at [steve@northbranchworks.org](mailto:steve@northbranchworks.org)

### **About North Branch Works**

North Branch Works (NBW) is a membership-supported nonprofit organization that has promoted job-creating economic development along the North Branch of the Chicago River for more than 40 years. NBW is also a City of Chicago “delegate agency” providing services to a wide array of businesses and advocating for environmentally and economically sustainable development in the North Branch, Addison, Kennedy business corridors and surrounding communities.

*North Branch Works is committed to building a team that represents a variety of backgrounds, perspectives, and skills, and encourages people of all backgrounds to apply. We are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion or belief, sex, pregnancy status, national or ethnic origin, age, disability, marital or parental status, sexual orientation, gender identity, gender expression, genetic information, military and veteran status, and any other characteristic protected by applicable law. NBW works to practice the principles of racial equity, diversity, and inclusion in all we do and seeks to recruit, develop and retain talent from a diverse candidate pool.*