

New Covenant Community Development Corporation (NCCDC)  
Position Description

**TITLE:** Special Projects Coordinator  
**REPORTS TO:** Senior Director

**BASIC FUNCTION:**

Responsible for the coordination and community engagement of businesses and residents along the Ogden Corridor and other areas in North Lawndale. Collaborate with the City of Chicago to create clear consistent lines of communication with small business and property owners as well as local residents. Leverage existing community resources and plans that outline community priorities. Continue to revitalize the North Lawndale community by supporting improvements to local small businesses and the business community.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Plan and coordinate outreach and community meetings with the City, LISC and Main Street. Identify existing and new businesses to bring to the corridor. Work with existing business owners to identify challenges to improve their businesses and customer experience. Build and foster a working relationship with all key City's Departments, i.e. Mayor's office, Department of Planning, Buildings, Transportation, and Community Relations.

Develop a business engagement plan to ensure ongoing communication between business owners, community and other stakeholders. Assist individuals and businesses with referral to city and technical resources: develop relationships with commercial property owners, existing businesses and prospective businesses that will help establish organizational capacity for the community along the corridor.

**Job description**

- Develop strong relationship with property owners, businesses and various City departments to implement the Invest South West Ogden Corridor revitalization plan with a variety of activities related to economic development (Small business development, business attraction, property owner support and marketing);
- Maintain outcome-tracking database of business attracted, jobs retained, jobs created and private/public funds leveraged;
- Conduct outreach to businesses, local contractors, design professionals and material vendors to develop and promote an improvement program;
- Serve as the liaison to property owners, merchants, community stakeholders and city agencies;
- Work with businesses one-on-one regularly to identify specific business needs and make necessary referrals to City resources

- Work with NCCDC board member and subcommittees to support community-led projects and facilitate organizational partnerships relating to safety/crime prevention, transportation, public arts, beautification and design;
- Prepare communication materials to disseminate information about the Ogden Corridor
- Collaborate on agendas for partnership and community meetings
- Undergraduate degree required, in community/economic development or city planning preferred or a minimum of 5 years of experience in related economic development, real estate development and/or urban planning.
- Community organizing and experience working with volunteers;
- Experience working with business owners, property owners and city agencies in an economic development context;
- Experience office suite;
- Project management experience effectively managing multiple projects and deadlines;
- Excellent written and oral communication skills and public speaking skills;
- Proven ability to outreach to and work successfully with diverse communities
- Genuine interest and experience in placemaking and urban revitalization;
- Familiarity with the North Lawndale community, more specifically the Ogden Avenue corridor ;

The position is full time 40 hours weekly (not benefit eligible) and reports to New Covenant Community Development Corporation and NLCCC Senior Director

The Corridor Manager will receive support from LISC and Urban Main

To apply, please submit a resume, cover letter by March 31 to: [dorine@new-covenantcdc.org](mailto:dorine@new-covenantcdc.org)

Only those candidates who are being considered will be contacted.

NCCDC IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO DIVERSITY AND INCLUSION