

Organization: Northalsted Business Alliance, a 501(c)6 nonprofit
Reports to: Executive Director
Status: Full-Time Hourly, Non-Exempt

ABOUT THE NORTHALSTED BUSINESS ALLIANCE

The Northalsted Business Alliance (NBA) is a nonprofit organization representing and supporting the diverse businesses of Chicago's Northalsted neighborhood. NBA promotes economic growth, fosters community partnerships, and produces some of the city's most recognized cultural events — including two annual street festivals and Chicago's world-famous Halloween Parade.

We are seeking an **Administrative Assistant** to coordinate the day-to-day organizational activities of our Chamber of Commerce and directly support the works of its Executive Director and its Marketing, Events and Membership staff.

The preferred candidate will be a proven “self starter” that can organize and manage a small office, prepare professional and timely communications to internal/external partners and to the public, and provide hands-on support for the Chamber's various events, programs and activities. Additional consideration will be given to candidates who can perform *light* graphic/document design tasks and who have experience utilizing social media. measurable impact.

POSITION SUMMARY

The Administrative Assistant will support all facets of organizational activities at varying levels of involvement and engagement. Primary responsibilities will support the day-to-day functions of the NBA office and its Staff/Board/Committees with a heavy emphasis on structure, scheduling and communication. The preferred candidate will be a proven “self starter” that can organize and manage a small office, prepare professional and timely communications to internal/external partners and to the public, and provide hands-on support for the Chamber's various events, programs and activities. Additional consideration will be given to candidates who can perform *light* graphic/document design tasks and who have experience utilizing social media. measurable impact.

The following is a detailed list of the duties and responsibilities the selected candidate will be expected to perform, with other duties expected to be assigned.

DUTIES AND RESPONSIBILITIES (ADMINISTRATIVE/GENERAL):

- Answer phones and greet visitors
- Maintain internal calendars, schedules and appointments of NBA staff, Board and Committees
- Preparation and distribution of mail, invoices, correspondence, etc.
- *Timely and responsive* communication to all parties, internal and external
- Create and maintain effective filing systems, both electronic and physical
- Experience with or capacity to integrate office management tools (such as Asana, Trello, Monday, etc.)
- Sourcing and coordination of vendors and independent contractors
- Purchase of office supplies, equipment and resources
- Prepare minutes and follow-up memos for NBA staff, Board and Committee meetings
- Perform basic bookkeeping functions (receipt/expense logging, invoicing, etc.)
- Attend and represent NBA at events and/or meetings as required
- Other organizational duties as assigned, including (but not limited to): answering phones, responding to emails, attending in-person or virtual meetings, direct communication with businesses and partner organizations/officials, and delivery or installation of physical materials in and/or outside the district

DUTIES AND RESPONSIBILITIES (STAFF SUPPORT):

Executive Support

- Act as primary assistant to the Executive Director (ED) in all matters
- Prepare and maintain ED calendar/schedule/appointments
- Prepare or perform correspondence on behalf of the ED
- Capacity to identify and “own” matters that do not require ED oversight or input
- Support ED in all functions related to administration of Special Service Area programs

Marketing Support

- Preparation of regularly-scheduled e-newsletters, website updates and outreach initiatives
- General maintenance, moderation and content development for NBA social media channels
- Consistent solicitation of business information for purposes of “calendar of events” content
- General document and/or graphic design support (utilizing tools such as Adobe, Canva, AI, etc.)
- Prepare documents/presentations in support of marketing programs and initiatives, such as analytic analysis, surveys, and topic/best practice research

Membership Support

- Liaise with member and non-member businesses, as necessary
- Ensure accurate and up-to-date member content on NBA website
- Management of membership contacts, relationships and benefit utilization
- Scheduling and communication related to membership programs, events and opportunities

Event Support

- Internal and external communication
- Logistical sourcing and scheduling of event contractors, vendors and materials
- Maintenance of RSVP lists and ticket/attendee coordination
- Hands-on support for the physical set-up, production/management and breakdown of events
- Coordination of post-event surveying and recaps

SCHEDULE, LOCATION, AND COMPENSATION:

Office Hours: Monday - Friday: 9:00 am - 5:00 pm | Some weekend and/or evening hours are required. At minimum, all employees will be required to work the entirety of the annual Chicago Pride Fest (June), Northalsted Market Days (August) and Haunted Halsted Halloween Parade (October), plus small weekend and evening events as determined/scheduled.

Office Location: Chicago, IL 60657

Compensation: \$22.00 per hour. The selected candidate is expected to work 35-40 hours per week. Work in excess of 40 hours in a given work week (Sun-Sat) will receive time-and-a-half. The NBA provides a modest “cell phone reimbursement” stipend to all employees. PTO will be accrued at a rate of 1.0 hours for every 35 hours worked, up to 80.00 PTO hours annually, as defined by the City of Chicago Paid Leave and Paid Sick Leave ordinance (effective July 2024).

HOW TO APPLY:

If you feel you are a good fit for this position, please **submit your resume *and* a cover letter** that *briefly* describes how your personal and professional experience supports your consideration for the Administrative Assistance position. The Northalsted Business Alliance will *only* contact applicants it is interested in interviewing. Please do not call, email or communicate to the organization about the status of your application.

The Northalsted Business Alliance provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.