

## Pilsen Neighbors Community Council

<b>Position Title</b>	<b>Business Coordinator</b>
<b>Supervisory Relationship</b>	Executive Director or his designee
<b>Organization General Description</b>	PNCC is part of an international organization, The Gamaliel Network, made up of grass-roots community organizations throughout the country. PNCC focuses primarily on community organizing. A core goal of community organizing is to generate power for an organization representing the community, allowing it to influence key decision-makers on a range of issues. PNCC works on immigration reform, education reform, work force development and healthcare. We work to develop new local leaders, facilitating coalitions and assisting in the development of campaigns.. For more information about Pilsen Neighbors Community Council, please visit <a href="http://www.pilsenneighbors.org">www.pilsenneighbors.org</a> .
<b>General Job Description</b>	This position is accountable for managing the Fiesta del Sol food and product vendors and the logistics of Festival. The Business Coordinator will work closely with the Manager of Operations PNCC to coordinate/ Fiesta del Sol Coordinator to assure that all required permits required are pulled and that a logistics are successfully executed (rental equipment).
<b>Primary Job Duties and Responsibilities</b>	<p>BUSSINESS COORDINATOR RESPONSIBILITIES</p> <ul style="list-style-type: none"><li>• Establish/Maintain/ organize relationship with Local Businesses and FDS Vendors</li><li>• Establish a collaborative presence within the organization, projects, and events as needed</li><li>• Manage contracts and coordinate logistics with Rental Companies</li><li>• Manage FDS Map Layout</li><li>• Ability to form/ coordinate and work with multiple FDS Committees, sub-committee chairs and staff.</li><li>• Develops content and material regarding Fiesta del Sol (applications, contracts, etc)</li><li>• Develops and creates new business/corporate prospects contacts database</li><li>• Develops and maintains relationships with City of Chicago Departments (Health Department, Cultural and Special Events, Fire Department, Business Department etc.)</li><li>• Manages Individual Donor Campaign</li></ul> <ul style="list-style-type: none"><li>• Maintain impeccable record and manage all food/product/nonprofit payments</li><li>• Performs other duties as necessary</li></ul> <p>ADMINISTRATIVE RESPONSIBILITIES</p> <ul style="list-style-type: none"><li>• Treat all information as confidential, with sensitivity and integrity</li><li>• Participate in scheduled PNCC-all-staff meetings and development opportunities</li><li>• Works as support staff with PNCC Manager of Operations</li></ul>
<b>Essential Knowledge and Skills</b>	<ul style="list-style-type: none"><li>• Fluency in English and Proficiency in Spanish.</li><li>• High School Diploma</li><li>• Proficiency using Windows-based programs, especially Microsoft Office and Microsoft Excel</li><li>• Quick learner, detail-oriented</li><li>• Strong communication skills</li><li>• Excellent interpersonal skills and ability to work cooperatively as part of a team</li><li>• Payment Processing software Paypal</li></ul>
<b>Special Working Conditions and Demands</b>	<ul style="list-style-type: none"><li>• Excellent writing skills and with an understanding of writing for the web and engaging online audiences</li><li>• Must be fluent in English and Spanish</li><li>• Pay attention to details</li><li>• Possess the skills to ensure high-quality, timely production of assigned projects, and respond to changing priorities</li><li>• Have a flexible schedule to be available during, early morning, evenings, weekends, and extended hours</li><li>• Be willing to accept special staffing duties as they arise. Special staffing duties could include organized PNCC/FDS events, and weekends before FDS, etc.</li><li>• Attend and participate in all required staff meetings</li><li>• Be able to communicate effectively with staff regarding issues</li><li>• Capable to lift a minimum of 30lbs</li></ul>
<b>Compensation/ Evaluation</b>	This is a limited part-time hourly position range \$11.00-\$13.00, this position will be reviewed and evaluated on a semiannual.
<b>Application Process</b>	Qualified candidates will be considered until positions have been filled. To apply, e-mail a cover letter and resume to: Ana Padilla, Manager of Operations at <a href="mailto:ana@pilsenneighbors.org">ana@pilsenneighbors.org</a>
<b>Statement of Equal Opportunity</b>	Pilsen Neighbors Community Council is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex (including pregnancy), national origin, ancestry, age, marital status, sexual orientation (including gender identity), military status, disability, language (any language use not related to job duties), or any other status protected by applicable federal, state, or local law.