



PROGRAM SPECIALIST **Corporate Inclusion Institute**

Chicago United is seeking a Program Specialist to manage the day to day operations of its new talent development program. This innovative new program aims to expand organizational capacity for inclusion through the development and retention of critical talent.

The program specialist will be responsible for overseeing the execution of each Corporate Inclusion Institute Cohort. Cohort have up to 30 clusters of 4-members each and are 9 months in duration. Cohorts are 9-months in length and begin every 6 months.

Responsibilities include:

Program oversight

- Work with cross-functional teams in planning and execution of program
- Provide support in developing program plan, and schedule
- Perform program analysis and reporting for management
- Analyze program related issues and provide long-term resolutions
- Obtain participant feedback and recommend enhancements
- Monitor daily workflow and identify areas for improvement
- Ongoing written and verbal communications with all program participants

Manage the mobile app including:

- Update profiles of participants
- Upload documents and links for monthly sessions
- Track tasks for each participant, conduct follow up for outstanding tasks
- Enter attendance
- Compile results of session evaluations
- Extract data, run report and provide key analysis

Coordinate program logistics

- Serve as onsite technology facilitator at monthly sessions, troubleshoot when necessary
- Communicate with presenters, faculty and facilitators prior to and after each session
- Work with assessors to ensure scheduling, completion and reporting is complete

Documentation

- Track and document all processes and outcomes of the program.
- Maintain detailed files on all program aspects.

Required Skills

- Excellent written and verbal communications
- Fluency in Excel required
- Experience in executing video conferencing sessions
- Proven project management expertise
- Demonstrated time-management and problem-solving skills
- Data base experience beneficial

The ideal candidate has a desire to contribute to the advancement of Diversity and Inclusion practices in Chicago's business community. The individual must have excellent organization skills and the ability to work independently in a fast-paced environment. They also must have experience in managing multiple projects and proven success working in a collaborative environment.

Please send your resume and cover letter to Gail at garrigo@chicago-united.com