



## **PROGRAM SPECIALIST Five Forward**

Chicago United is seeking a Program Specialist to manage the day to day operations of its minority business development program, Five Forward™. This program engages the corporate community to strengthen the local economy and enhance job creation by supporting a stronger minority business enterprise (MBE) community.

The program specialist will be responsible for overseeing the execution of each partnership between the corporation and MBE. Corporations select 5 MBEs to work with over a period of five years each.

Responsibilities include:

### **Program oversight**

- Work with cross-functional teams in planning and execution of program
- Ensure goal setting and reporting compliance of program participants
- Monitor 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 collection of data:**

- ensure quarterly spend data is collected from all participants
- Track goal setting for each participant, conduct follow up for outstanding data
- Extract data, run report and provide key analysis

### **Coordinate program logistics**

- Conduct onboarding of all new MBEs
- Oversee use of reporting site and technology, troubleshoot when necessary
- Manage logistics for 3 program forums annually
  - Secure hosts
  - Coordinate meeting logistics, facilities, refreshments, technology, speakers
  - Prepare materials
  - Work with communications team to ensure event marketing is optimal
- Ensure reporting and execution of program is communicated to Chicago United president and Corporate partners

### **Documentation**

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

### **Required Skills**

- Proven project management expertise
- Fluency in Excel required
- Demonstrated time-management and problem-solving skills
- Data base experience beneficial

The ideal candidate has an understanding of supplier diversity initiatives in Chicago corporations and a desire to contribute to the advancement of Minority Business Enterprises in Chicago. 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 cover letter and resume to Gail at [garrigo@chicago-united.org](mailto:garrigo@chicago-united.org).