



Northwest Illinois Economic Development Summary Position Description

Position Title: Program Coordinator

Supervises: None

Reports To: Regional Director

FLSA Class: Non-Exempt Hourly (part time, 10 hours per week)

Wage: \$17 / hour

Position Summary: Performs a variety of marketing and administrative duties in support of the Regional Director and Northwest Illinois Economic Development (NWILED).

Responsibilities & Duties:

Provides direct administrative support to the Regional Director. Assists with meetings and special events. Prepares letters, documents, articles, and social media posts. Helps represent the organization at public meetings and special events. Performs other duties as assigned.

Desired Qualifications:

1. High School Diploma or GED.
2. Experience in office management and public relations.
3. Demonstrated ability to handle sensitive and confidential situations.
4. Knowledge of software applications. Specific knowledge of Word, Excel, and Canva a plus.
5. Knowledge of social media platforms. Specific knowledge of Facebook and LinkedIn a plus.
6. Ability to multitask, manage time, and meet deadlines.
7. Excellent organizing and facilitating skills.

Environmental & Physical Demands:

1. Normal working hours are 8:00 AM to 4:00 PM, Monday through Friday in an office or virtual environment.
2. Occasional attendance at evening and weekend events will be necessary.
3. Sitting, lifting, standing walking, pushing/pulling, and reaching/stretching will be necessary.
4. Must be able to lift 15-20 pounds.
5. Must be able to manipulate and operate a computer, and basic office equipment.
6. Must possess and maintain a valid driver's license and vehicle insurance.

Northwest Illinois Economic Development reserves the right to revise or change position duties and responsibilities. This position description does not constitute a written or implied contract of employment.

NWILED is an Equal Opportunity Employer. We base all aspects of employment on merit, competence, performance, and business need. We do not discriminate based on race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.

Application Instruction:

Interested parties may mail or email a resume and cover letter to David Schmit, Regional Director, at 1 Commercial Drive, Suite 2 in Hanover, IL 61041 or dschmit@nwiled.org . Please no drop-ins or phone calls. Application Deadline: June 14, 2023

I have read and understand this Position Description.

Accepted by: _____ Date: _____

Employee Witnessed by: _____ Date: _____