

## **Job Description**

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Coordinator position for 38<sup>th</sup> and Chicago would work with the Business Association and the 4 connecting neighborhoods to complete objectives and maintain communication with all businesses including “home based” business owners.

Outreach to businesses by doing door-to-door visits; researching what are the needs of business owners, where they need support and providing them with resources available and coaching if needed. This individual will develop relationships with business owners and compile a list of their desires for the corridor.

This is a 3-4 month contract position allows for thorough investigation, understanding and delivery of resources to assist business development within the community.

## **Objectives**

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- Expand the visibility of the 38<sup>th</sup> St corridor east of 35W to increase tenant/broker/developer interest in the area
- Implement strategies to market and fill vacant storefronts with viable businesses and an appropriate business mix for these nodes
- Keep up to date on and communicate efforts of the 38<sup>th</sup> and Chicago Business association and four partnering neighborhoods
- Help Business owners with resources for business (i.e. city permits, contracts, banking)
- Develop “welcome packets”; distributing them door-to-door and as needed flyering and engaging community.
- Increase dues paying membership of 38<sup>th</sup> and Chicago Business Association by 7- 10 members

## **Reporting form**

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Reporting form with hours will be submitted to the BA Chair with list of date, time, hours and description of activities.

## **Contract Amount**

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Total requested contract hours: 10-15hrs/week @ 15.00/hr