



Position:  
Office Manager

#### Vision and Mission:

The Chicago Loop is a vibrant global business center and world class destination. To secure this vision Chicago Loop Alliance (CLA) creates, manages, and promotes positive and inclusive programs that attract people to the Loop, accelerating its economic recovery. CLA carries out its mission through enhanced services, advocacy, placemaking, and economic development with the support of its marketing efforts and membership base.

This position will support two executives, with intersecting/overlapping responsibilities at a small, not-for-profit organization. This position requires an extremely high degree of organizational and communication skills, and the ability to handle a fast-paced environment with rapidly shifting demands with skill and good humor. We offer competitive salary and a high degree of flexibility.

#### Job Summary

The Office Manager is a full-time position under general supervision performs reception duties and provides day-to-day administrative support to CLA staff with a primary focus on executive and financial operations.

Chicago Loop Alliance is committed to fostering an inclusive work environment. We do not discriminate based on race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, disability, or any other status or characteristic protected by applicable federal, state, or local law.

We strongly encourage applications from minorities, women, individuals with disabilities, and all other qualified job seekers. If you require reasonable accommodation in completing this application, interviewing, or otherwise participating in the employee selection process, please direct your inquiries to [Michael Edwards, [resumes@ChicagoLoopAlliance.com](mailto:resumes@ChicagoLoopAlliance.com)].

Reports to: President & CEO and Chief Finance Officer

#### Working with us:

As a member of the Chicago Loop Alliance team, you will be part of a tight-knit, collaborative work culture. CLA runs on a small but mighty staff, providing opportunities to try new things and grow in many directions. Senior leadership is accessible and supportive, and you can take pride in working for an organization that emphasizes diversity and inclusivity. The well-connected network of Chicago Loop Alliance member and partner organizations allows you ample opportunity to connect and network with influential individuals from all industry sectors in the Chicago Loop district and beyond. Happy hours are not uncommon; friendships outside of the workplace tend to flourish; and open communication is encouraged. Being part of CLA means working hard but feeling great about your impact at the end of the day.

#### Responsibilities:

- Provide excellent customer service for CLA stakeholders and members
- Provide front desk and phone coverage, greeting visitors, handling routine inquiries, and directing calls as necessary
- Maintain files, reports and records and keep track of employee's PTO
- Interact with insurance, software providers and other vendors necessary for the running of the office
- Perform data entry tasks to record and update information
- Prepares meeting packets, write and edits monthly meeting minutes
- Manage CLA's internal and public calendars and assist with meeting and appointment scheduling
- Manage all mailing, shipping, offices supply ordering/stocking, equipment, and errands
- Communicate with IT contractor(s) and staff regarding technological needs of Chicago Loop Alliance, serving as point person, and project managing ongoing projects and upgrades as needed
- Project management of projects as needed
- Interface with the building leadership on issues of office cleaning and maintenance
- Contribute to the CLA staff efforts around off-hour events such as the Annual Meeting, Illumination Gala
- Complete assistant duties as assigned to support both the Chief Financial Officer and the President & CEO and other duties as assigned

#### Qualifications:

- Interest in urban development and arts, culture, and entertainment
- 3+ years proven office management, administrative or assistant experience
- Skilled in using the Microsoft Office 365 suite of products, Outlook, Word, Excel, PowerPoint, Quickbooks, Growth Zone/Chamber Master, other CRM, etc.
- Highly organized and detail oriented
- Excellent interpersonal skills both in person and by phone, with high professionalism and customer service
- Demonstrated ability managing multiple tasks in an environment with frequent interruptions, changing priorities, and tight operating deadlines
- Demonstrated ability to be proactive and resourceful
- Database experience preferred
- The person in this position needs to occasionally move about inside the office to access file cabinets, office machinery, etc.

#### Compensation:

Salary: \$45,000 - \$60,000

Benefits: Medical, dental, vision, life, PTO, employer contributed 401(K)

#### To Apply & Timeline:

Send cover letter and resume titled: "Office Manager" to [resumes@chicagoloopalliance.com](mailto:resumes@chicagoloopalliance.com).

Close Date: Friday, April 15, 2022

Anticipated Start Date: May 16, 2022

Contact: Michael M. Edwards

Applications accepted until filled (no phone inquiries please).

For additional information about Chicago Loop Alliance visit <http://loopchicago.com>.