



POSITION ANNOUNCEMENT

TITLE: Project Coordinator, Chicago Office

The **Project Coordinator** position manages special projects and other administrative activities to support fundraising and relationship building in the Chicago area.

Support Team Member Core Roles:

- **Conduct:** Support Team Members must demonstrate the mission, vision and values of Special Olympics Illinois through consistent adherence to Special Olympics Illinois' Values & Behaviors; by exercising a high level of cooperative, friendly and effective teamwork skills; by resolving conflict directly, effectively and professionally; and by committing to support and be helpful to other Team Members and departments within the organization.
- **Performance:** Satisfactory work performance requires consistently strong work product output, including the successful execution and completion of all job duties and goals; autonomy, ownership, competence and excellence of work product; innovation and process improvement; effective resource management; professional development; and compliance with accepted organizational and legal rules, regulations and policies.

Primary Duties and Responsibilities:

- Provides support to Development Activities in Chicago office.
- Participate in planning meetings.
- Manages and creates reports to track team goals and project schedules.
- Manage project-related files by ensuring all necessary materials are current, properly filed and stored.
- Direct project correspondences by preparing and reviewing project proposals, memos, meeting minutes and emails.
- Communicate with team members to identify and define project requirements, scope and objectives.
- Adhere to budget by monitoring expenses and implementing cost-saving measures.

Preferred Qualifications:

- Bachelor Degree
- General computer knowledge, including working with Microsoft Office products such as Sharepoint and Teams
- Salesforce or other CRM experience
- Team player who productively engages with others at varying levels of seniority within and outside Special Olympics Illinois
- Meets all team deadlines and responsibilities, listens to others and values opinions, helps team to meet goals, welcomes newcomers and promotes a team atmosphere
- Strong organizational and time management skills with exceptional attention to detail
- Good communication skills, both written and oral as well as receptive (listening)
- Follow instructions
- Work independently and with small groups
- Must have a passion for Special Olympics

Additionally:

- Physical mobility required: must be able to climb stairs, assist in set-up and breakdown at events, stand or sit for long periods of time, and load and unload vehicles
- Light work required, which involves lifting no more than 20 pounds at a time with frequent lifting or carrying of objects weighing up to 10 pounds; requires a good deal of walking, standing, and/or sitting with some pushing and pulling of arm or leg controls; includes sedentary work
- Valid driver's license and proof of insurance required
- Based out of Chicago Office
- Reports to Chief Development Officer
- Full-Time Monday – Friday 8:00 – 4:30
- Weekends and Nights as needed
- Schedule includes occasional travel to field offices and events
- Offers of employment are contingent upon clear results of a background check

To Apply

To apply for this position, please send a copy of your resume with a cover letter to Valerie Day at vday@soill.org.



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