

## Northalsted Business Alliance

### Position Title: Events Coordinator (FWS)

**Wage:** \$15/Hour

**Hours Per Week:** 15-25 hours per week

**Apply:** See [northalsted.com/jobs](http://northalsted.com/jobs) to apply

**Contact:** [info@northalsted.com](mailto:info@northalsted.com), no calls please

---

### About Northalsted

Northalsted Business Alliance is the **chamber of commerce** for Boystown, Chicago. Since 1980, our work has focused on uplifting local business, supporting the community, and honoring the **LGBTQ+ identity** of the neighborhood.

The annual **Chicago Pride Fest**, **Northalsted Market Days**, and **Haunted Halsted** Halloween Parade are all organized by Northalsted.

### The Job: Events Coordinator (FWS)

Ideal candidate is a well organized, tech savvy person with excellent communication skills. Must be good with people and be excited to meet with Northalsted Business Alliance members and other event organizers.

#### Duties and Responsibilities

- Events Management
  - Assist event planning, venue selection, staffing, marketing support, entertainment, logistics, administration
  - Help to plan, organize, and execute festivals, networking and chamber events
  - Coordinating with marketing team regarding event specifics
  - Assist in managing on-site event logistics, including problem-solving, welcoming guests, directing event set-up, communicating with staff, and organizing vendors, and managing take-down
- Membership Coordination
  - Communicating with members of the chamber about services and program enrollment
  - Researching potential new chamber members
  - Assist with member communications and program development
- Other Event and Membership support tasks as needed

This position is great for a self starter seeking to have a positive impact within our community. Working as an Events Coordinator at NBA will provide you with career building experience and solid references while working in a vibrant, inclusive, and creative environment.

#### Qualifications

- Federal Work Study Eligible
- Study in Public Relations, Communications, Project Management, Business Management, or related experience
- Excellent interpersonal communication skills and experience