CLARETIAN ASSOCIATES
Building Community in South Chicago

3039 E. 91st Street– Chicago, Illinois, 60617 – 773-734-9181

POSITION DESCRIPTION

Job Title: Economic Opportunity Manager
Reports to: Chief Program Officer
Department: Community and Economic Development
Classification: Regular Full-Time **FLSA:** Exempt
Date: October 2026

ORGANIZATION SUMMARY

Claretian Associates builds community within the culturally diverse neighborhood of South Chicago by working with community leaders, residents, and organizations to provide affordable housing and related services for low- and moderate-income people, build resident-based leadership, and serve as a catalyst for innovative solutions that improve quality of life.

POSITION SUMMARY

The Economic Opportunity Manager provides leadership and day-to-day management of Claretian Associates' workforce development, career advancement, entrepreneurship, and economic mobility initiatives. The position leads implementation of the South Chicago Economic Opportunity Initiative and works to connect residents to employment, training, business development resources, and emerging economic opportunities in the community.

MAJOR RESPONSIBILITIES

Workforce Development and Career Advancement

- Lead the implementation and operation of the Workforce and Career Resource Hub.
- Recruit, enroll, assess, and support participants seeking employment and career advancement opportunities.
- Coordinate career assessments, individualized employment plans, job readiness training, and career navigation services.
- Connect residents to workforce training programs, apprenticeships, credential programs, and employment opportunities.

CLARETIAN ASSOCIATES
Building Community in South Chicago

Economic Development and Entrepreneurship

- Lead development and implementation of the Small Business Resource and Innovation Center.
- Coordinate workshops and training related to business planning, financial literacy, business growth, and access to capital.
- Connect entrepreneurs and small businesses with lenders, investors, business development organizations, and grant opportunities.
- Support efforts to establish and strengthen a South Chicago Chamber of Commerce or similar business leadership entity.
- Assist in developing strategies that strengthen neighborhood commercial corridors and economic activity.

Community and Employer Engagement

- Develop and maintain relationships with employers, workforce training providers, community colleges, labor organizations, and industry partners.
- Coordinate employer partnerships that create hiring pipelines for program participants.
- Work with regional employers and institutions to promote local hiring opportunities connected to major economic developments, including healthcare, construction, manufacturing, and technology sectors.
- Collaborate with community organizations, public agencies, schools, and economic development partners to expand opportunities for residents.
- Represent Claretian Associates at community meetings, workforce collaboratives, economic development initiatives, and stakeholder convenings.

Program Management and Reporting

- Oversee participant intake, enrollment, service delivery, and case management processes.
- Coordinate consultants for Economic Opportunity Initiative.
- Ensure accurate collection and maintenance of participant, service, training, and employment outcome data.
- Monitor performance metrics and program goals to ensure compliance with grant and contract requirements.
- Prepare reports, success stories, and outcome data for organizational leadership, funders, and community stakeholders.

- Support development and implementation of data tracking systems and continuous improvement strategies.
- Assist with grant reporting, program evaluation, and documentation of program impact.

Strategic Planning and Organizational Support

- Support implementation of the Economic Development pillar of the South Chicago Quality of Life Plan.
- Participate in organizational planning, leadership meetings, and cross-department collaboration efforts.
- Identify emerging economic opportunities, workforce trends, and strategic partnerships that benefit residents.
- Contribute to fundraising, grant development, and sustainability planning efforts related to economic opportunity initiatives.
- Perform other related duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's degree in economic development, workforce development, public administration, business, nonprofit management, community development, education, social work, or a related field required.
- Minimum of three (3) years of professional experience in workforce development, economic development, business development, entrepreneurship support, community development, or related fields.
- Experience working with low-income communities, justice-involved individuals, youth, or populations facing barriers to employment.
- Experience coordinating partnerships with employers, workforce providers, educational institutions, or community organizations.
- Knowledge of workforce systems, career pathways, apprenticeship programs, and employment services.
- Experience with program data collection, participant tracking, and outcome reporting.
- Strong project management, organizational, communication, and relationship-building skills.
- Proficiency in Microsoft Office and data management systems.
- Knowledge of Chicago's workforce and economic development landscape preferred.
- Spanish speaking preferred.
- Willingness to work occasional evenings and weekends.

CLARETIAN ASSOCIATES
Building Community in South Chicago

COMPENSATION
Salary Range: $60,000 - $65,000, commensurate with experience
Benefits: Medical, dental, vision, paid time off, and other applicable benefits.

TO APPLY
Submit cover letter and resume to: careers@claretianassociates.org