

Career Opportunity

Title: Events Manager

FLSA: Exempt (Full-time; 40 hours per week)

Location: 402 N. St. Louis Avenue Chicago, IL 60624

We are Breakthrough

The Events Manager is responsible for the overall administration and execution of outdoor public programming with special emphasis on summer programming including strategic and long term program planning, implementation strategies, consultation and direction to other program administrative personnel.

Position Summary

The Event Manager's responsibilities includes but is not limited to:

- Provide administrative oversight, management and execution of all outdoor public events.
- Ensures supervision and or coordination of assigned staff
- Coordinate staff professional development/training opportunities
- Develops and implements work plan that meets contractual obligations
- Serve as a liaison between Breakthrough and all other partner agencies
- Ensures essential community partners to implement the program.
- Ensures systems are in place to track performance and service implementation at sites
- Attend appropriate meetings as official representative of BTM at lead agency meetings

Educational/Experience Requirements

Bachelor's degree in social services or a related field.. Minimum of 1-3years related experience. Must be a leader with a proven track record of results with employee performance and management.

Compensation/Benefits

We offer competitive wages and a comprehensive benefit package including: paid time off, group health benefits, free fitness center membership, employee discounts and more.

To Apply

Send/email/fax cover letter and resume to:

Breakthrough Urban Ministries Attn: H.R.

402 N. St. Louis Avenue Chicago, IL 60624

E: bcurry@breakthrough.org Fax: (773) 722-1434

We regret that we cannot take phone calls regarding this position. Breakthrough is an Equal Opportunity Employer.

All qualified candidates will receive consideration without regard to race, color, sex, national origin, age, disability, marital status, veteran status, political affiliation, sexual orientation, or any other non-merit factors. If a reasonable accommodation is needed for any part of the application and hiring process, please contact us via the telephone number listed above. The decision on granting reasonable accommodation will be on a case-by-case basis.