

Director of Community Development  
Alderman Daniel La Spata  
1st Ward, City of Chicago

## **Description**

Alderman Daniel La Spata and the 1st Ward Office seeks an equity minded individual to serve as the Director of Community Development, reporting directly to the 1st Ward Chief of Staff. They will build relationships with and serve as the 1st Ward liaison for a diverse group of stakeholders: public safety partners, the Chicago Park District, 1st Ward senior residents and congregate living communities, homelessness service/outreach providers and individuals experiencing homelessness, 1st Ward schools, and 1st Ward businesses/Chambers of Commerce, the CHA and its residents, among others. They are also responsible for the implementation and operation of internal and external administrative duties including the office budget, letters of support, and other constituent services as needed.

## **Qualifications**

- Ability to work with diverse groups of people in stressful and time sensitive situations
- Experience in complex problem solving with attention to detail and follow-up
- Has a knowledge of and interest in restorative justice and racial and economic equity
- Strong communication skills - ability to hold conversations on sensitive matters while being empathetic, respectful, and honest
- Resourceful, responsive, and service-minded
- Strong time management and organization skills
- Commitment to transparency, accountability, and co-governing with residents and vested community organizations

## **Preferred Qualifications**

- Oral Spanish language proficiency
- Community engagement experience
- An understanding of the 1st Ward and its constituency
- Strong written and verbal communication skills

## **Responsibilities**

- **Public Safety:** serves as staff liaison for the Chicago Police Department, violence prevention and street outreach partners, and communication related to public safety to 1st Ward constituents.
- **Small Businesses:** serves as liaison to local Chambers of Commerce, Department of Business Affairs and Consumer Protection and 1st Ward businesses; provides updates,

manages licensing questions/issues in collaboration with the Policy Director, reviews and approves Public Way Use permits and Loading/Standing/DayCare zones.

- Chicago Park District: serves as staff liaison for the Chicago Park District and works with constituents on park district related concerns/questions.
- Seniors: serves as staff liaison for senior constituents, senior outreach events, and senior affordable housing and congregate living communities.
- Homelessness: serves as staff liaison for homelessness outreach/education, for homelessness service/outreach providers, and for people experiencing homelessness.
- Schools: serves as staff liaison for 1st Ward schools, principals, teachers, and students.
- Serves as primary contact for individuals living in affordable housing in the 1st Ward, including the Chicago Housing Authority and community based housing providers.
- Shares job resources, grant opportunities, and other resources with 1st Ward stakeholders and community partners.
- Serves as liaison to the Department of Cultural Affairs and Special Events.
- Writes Aldermanic Letters of Support, as needed.
- Manages office budget and maintains/submits vouchers for the office.
- Performs Aldermanic scheduling, as needed/appropriate.
- Other related duties as assigned.

## **Compensation**

- Position is full-time salaried with benefits.
- Salary range is \$55,000 - \$60,000 commensurate with experience

How to apply: Email [info@the1stward.com](mailto:info@the1stward.com) by July 20th, 2022 with your resume and cover letter, and "Application: Director of Community Development" in the subject line.

The office of Alderman Daniel La Spata is an equal opportunity employer that values diverse experiences and perspectives. Applicants from a variety of professional and personal backgrounds are strongly encouraged to apply. The 1st Ward office is committed to creating a ward where all residents have the resources and opportunities to thrive. Our office is committed to elevating marginalized voices and collaborating with all interested stakeholders to build a community grounded in diversity, democracy and equity.