

***South Shore Chamber  
Economic Development, Incorporation***



**Founding Chairman  
Emeritus  
(1984 – 2016)  
Henry English  
Black United Fund  
of Illinois Inc.**

**SSCI Advisory  
Board of Directors Merritt  
Hasbrouck Jackson Park  
Hospital**

**Terri Smith Blanchard The  
Barclay Group**

**SSCI/SSCED  
Board of Directors William  
G. Godwin, Esq.  
President/5K Chairman**

**Allison Porter-Bell Secretary  
BMO Harris**

**Dewey James Ward DJW  
Information Service**

**Gloria Pittman  
City of Chicago Streets and  
Sanitation**

**Dwayne Brown  
Urban Partnership Bank**

**Gerald Williams  
Allpoints Realty**

**Joyce Gibson  
J.A. Gibson Realty**

**Mary Ellen Holt Jackson  
Park Highlands**

**Cory Thames  
City of Chicago**

**Jerald Gary  
Regal Theater**

**Linda Saunders  
St. Phillip Neri**

**SSA 42 Commissioners  
Ayesha Karim  
Diane Brown  
Martha Brummit-Peters  
Sue Ellen Hurt  
Lynn Small  
Judy Jackson**

**Executive Director  
Teyonda Wertz**

**SSA 42 Program Manager  
Tonya Trice**

**Program Assistant  
Ciera Whitaker**

**Position: Executive Director South Shore Chamber Economic Development, Inc.**

Location: Chicago, IL (Neighborhood: South Shore Avalon Park)

Type: Full-Time, Salaried -negotiable

**About the South Shore Chamber Economic development, Inc.**

The South Shore Chamber Inc. was established in July 1998 as a 501©3 with the goal to promote partnerships for commerce and economic development in the South Shore Community. The SSCI's goals are to strengthen the infrastructure of commerce with available resources from civic, county, city, state and federal participation to build South Shore's commercial corridors and revitalize/reimage our community.

One of the greatest things about South Shore are the people who are devoted to providing unique ideas and experiences to work together to create shared values and the vision for the revitalization of South Shore and the surrounding communities. The South Shore Economic Development, Inc. is a Neighborhood Development Center (NBDC) and the sole Provider for Special Service Area #42

Membership dues and funding from the City and two other funded programs helps the SSEDAC accomplish these goals:

- Development and distribution of newsletters, brochures and other marketing and promotional materials about the community
- Development of sales promotions and holiday celebrations to attract additional shoppers to the area
- Providing local businesses with the opportunity to network and attend presentations on topics of interest
- Working with merchants on cooperative advertising programs
- Helping business owners take advantage of City programs such as Graffiti Blasters, Facade Rebate and Minority Certification
- Partnerships with other local community groups on projects that benefit the area
- Provide technical assistance to area businesses

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**Program Assistant Ciera**  
**Whitaker**

- Promoting area economic development
- Evaluate agency's current funding model, branding, development strategy and operational structure and provide insight and strategy for strengthening and modifying these as needed
- Provide strong leadership and mentorship to the management team, staff and board to create and build a strong and healthy culture for our businesses, families, employees, donors and volunteers
- Be the face of our organization in the community and develop strong relationships with partner organizations to improve our brand value and development opportunities
- Remain true to the core mission of the organization while still taking a fresh look at how we deliver on our mission's goals

What are the boundaries of The South Shore Economic Development, Inc.  
67<sup>th</sup> Street North until 79<sup>th</sup> Street South , South Shore Drive to Kimbark Avenue

**Essential Duties and Responsibilities**

- To personally engage the business and merchant owners and community in dialogue, discussion, needs, and concerns of the economic and commercial health of our community
- Report to the South Shore Economic Development Board of Directors.
- Produce and market special events such as new business grand openings (possibly every month but no less than quarterly)
- Organize and promote regular networking events (at least quarterly but perhaps more frequently)
- Focus on signing up new members and identifying fundraising opportunities
- Administer and execute the NBDC and Special Service Area contracts
- Contribute to the Chamber's Facebook, Twitter, and Instagram accounts
- Update/Maintain the Chamber's Website and e-blast system
- Submit the required reporting documentation to the City, including the annual budget and work plan, and ensure that all are in compliance with City requirements

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- Oversee and review and work with SSA Program Manager/Assistant in the implementation of the SSA program. Ensuring that all reports are submitted accordingly.
- Drive economic activity to businesses and raise the profile of the business district in the City of Chicago and beyond
- Develop innovative programs and events that support and educate the businesses and property owners
- Develop and disseminate strategic communication and marketing materials about the business district
- Serve as liaison between the businesses and the City of Chicago, including the Alderman
- Serve as liaison between the businesses and community residents
- Attend required City meetings and applicable community meetings
- Provide tours and information to visitors to the area
- Work with other City chambers
- Recruit new board members when necessary
- Additional duties from time to time as requested by the board

**Skills**

We are seeking a self-motivated, hard-working individual who has skills in:

- Special events, proposal writing and project management
- Proven fiscal management and budgeting skills
- Website tools, content management, social media and traditional media
- Writing and communication
- Microsoft Office, Google Docs and database software
- Organization and time management

**Education:** Bachelors Degree preferred, three year to five years' association management or equivalent

**Compensation and Benefits**

The Executive Director is a full-time salaried position and pays a salary commensurate with experience. Health Benefits after six (6) months.

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**To Apply:**

Email a cover letter, resume and listing of successful fund raising or proposal writing to Joyce Gibson at [jgibson999@aol.com](mailto:jgibson999@aol.com) by noon on December 12. No calls, please.

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