

Logistics Specialist

Full Time – Chicago, IL

Date Posted: July 20, 2010

ABOUT US

The Center for Economic Progress is a nonprofit organization dedicated to helping hard-working, low-income families move from financial uncertainty to financial security.

We are local in service. Founded in 1990, the Center provides free tax and financial services to improve the bottom line of Illinois' families. Thanks to more than 1,000 volunteers, we operate one of the largest and most established free tax preparation programs in Chicago and Illinois.

We have served more than 200,000 families, returning \$300 million plus in refunds – more than any other organization of our kind. We also provide year-round financial counseling and tools that support and empower the residents of our communities.

We are national in voice. Leading a coalition of like-minded organizations from across the country, we find the solutions that work for working families. What we learn on the ground, we translate into best practices in the field and into workable policies at the federal and state levels.

POSITION DESCRIPTION

The Specialist will assist in the cultivation of positive and supportive relationships and collection of ongoing feedback from community partners and stakeholders, including site hosts, clients, site managers and other related partners. The Specialist will design and implement pre- and post-season supply and equipment logistics, including staging, delivery, and retrieval. The Specialist will also assist with preparing periodic programmatic reports, both internal and external.

POSITION DUTIES

- Support services and programs at community sites year-round, as needs are determined by the Tax and Financial Services departments.
- Maintain and coordinate site manager intranet and listserv communications.
- Provide guidance and instruction to seasonal staff assisting in execution of program implementation plans.
- Act as primary liaison between site hosts/community event hosts and CEP, which includes data collection and pilot projects.
- Ensure that selected host sites have facilities that are appropriate for tax return preparation by addressing and successfully overcoming issues involving safety, security, space, accessibility, etc.
- Search-out opportunities that serve broad constituent needs and align to current service delivery models.

POSITION QUALIFICATIONS

Education: Bachelor's degree required with 1-2 years of relevant experience.

Special Knowledge & Skills: Experience developing business relationships; Excellent writing skills. Experience speaking to individuals, small groups and classroom settings preferred. High level of proficiency with MS Outlook, Word, and Excel software. Ability to follow a complex list of instructions

Demonstrated Competencies: Proven ability to meet deadlines. Well organized, Ability to set priorities. Have effective oral and written communication. Work well independently or within a team. Ability to rely on experience and judgment to solve problems. Works well in fast-paced, stressful environments.

PHYSICAL REQUIREMENTS OF POSITION

The position will require substantial overtime work during weekends and evenings between October 1 and April 15. Willingness to travel extensively throughout Chicago and the northern suburbs. The Specialist should be capable of lifting bulky objects in excess of 50 pounds, such as a large laser printer.

COMPENSATION

This is a full-time position. Salary \$30,000. annually, with an attractive benefits package

TO APPLY

Submit a cover letter and resume by July 31, 2010 to:

Jacci Christopher, Director, Human Resources & Training
Mail: 29 E. Madison, Suite 900, Chicago, IL 60602
E-mail: jobsdev@economicprogress.org Fax: (312) 630-0275

The Center for Economic Progress is an Equal Opportunity Employer which values a culturally diverse workplace and welcomes persons with disabilities. For more information, visit our website at: www.economicprogress.org.