

We're Hiring: Full-time Link Up Illinois Program Manager



The **Experimental Station** fosters a dynamic ecology of innovative educational and cultural programs, small business enterprises and community initiatives. Since 2006, we have both built our own programming to address local needs and have fostered, hosted, and sponsored many other initiatives. Current programs include Blackstone Bicycle Works, Link Up Illinois, 61st Street Farmers Market, small business incubation, and public arts and cultural events. **We are currently seeking a Link Up Illinois Program Manager who will be central to managing operations of Link Up Illinois as we grow.**

As the Link Up Program Manager, you will complete:

Administrative/Management Duties

- Provide consistent communication with partners to build and strengthen Link Up Illinois' statewide network of farmers markets, direct-to-producer venues, corner stores and independent grocers offering Link Match.
- Follow up with and assist partner markets and venues to ensure timely and accurate completion of partner grant applications and contracts.
- Provide training and technical support to partner markets and other venues.
- Track progress of the program and ensure the program meets all grant milestones.

Quantitative Duties

- Track and input data from partner markets and venues.
- Provide data to the Senior Program Manager for grant reporting and fundraising.

Preferred skills and experience:

Strong candidates may have experience in project management, program management, office administration, or small business ownership. Candidates who have ample experience in public speaking and data input are encouraged to apply. Proficiency in Google Suites and Microsoft Office (Word, Powerpoint, Excel, etc) are required.

This is a full-time position with a salary of \$45-49k commensurate with experience. Experimental Station offers health benefits (contributing 50%) for full-time employees and paid time off.

Experimental Station is an equal opportunity employer. We welcome people with a wide range of skills and experiences to apply. To apply, visit exp.st/linkupjob. The deadline to apply is February 26, 2021.

It is the policy of Experimental Station to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law.