



MAYOR BRANDON JOHNSON, CHAIR

CHARLES SMITH, VICE CHAIR

PHIL CLEMENT, PRESIDENT & CEO

Strategic Initiatives Fellow, Project Management Office

World Business Chicago (WBC) is a public-private, non-profit partnership that drives inclusive economic growth and job creation, supports business, and promotes Chicago as a leading global city.

Position Summary

World Business Chicago (WBC) is seeking curious and highly motivated individuals interested in civic engagement and public service to join WBC as a temporary Strategic Initiatives Fellow through the Fellows program.

A placement in the WBC Fellows program allows participants to gain hands-on experience in economic development work. Participants will play a crucial role in supporting and managing cross-functional strategic projects which touch all aspects of Chicago's economy.

Key details:

- Bachelor's degree desirable; recent advanced degree graduates, and professionals seeking a career pivot highly encouraged to apply
- 4-5 years of professional experience strongly preferred; previous experience in consulting, economic development, public policy, project management, or a related field helpful
- Anticipated dates: mid-September through December 2025
- Full-time (40 hours per week); \$35 per hour

Primary Responsibilities

Strategic Initiative Fellows report into the WBC Project Management Office (PMO), led by the Vice President, Strategic Initiatives & PMO. The PMO operates as an internal consulting division, supporting WBC priority initiatives through project scoping, resourcing, implementation, and standardized processes and tools.

Fellows will be assigned to priority projects and will collaborate with multiple departments. Each project will have unique deliverables, though key primary responsibilities may include, but are not limited to:

- **Project Planning, Management, and Execution:** Assist in the planning, coordination, and execution of WBC priority projects, ensuring they advance on time and within budget, while identifying and mitigating risks;
- **Stakeholder Engagement:** Collaborate with relevant stakeholders, including internal team members, government agencies, and other external partners;
- **Communication and Reporting:** Effectively communicate with stakeholders of all organizational levels, with ability to prepare presentations, memos, and other collateral for diverse audiences;
- **Event Planning and Execution:** Curate programming content for events and convenings; negotiate, identify, and manage event vendors;
- **Additional duties** as identified and assigned.

Qualifications:

- Education: Bachelor's degree preferred; at least 4-5 years professional work experience, graduate-level work, master's degree, or other advanced degree advantageous.
- Experience: Previous experience in consulting, project management, economic development, public sector, or related work helpful.
- Commitment to work in person at the WBC office at least three times per week for the duration of the fellowship.
- Full-time availability (40 hours per week) throughout the Fellowship term is strongly preferred.

Desired skills:

- Project management experience;
- Strong organizational and time management skills, with ability to effectively manage multiple projects at once with limited oversight;
- High level of emotional intelligence, self-awareness, and ability to remain discrete when situations require;
- Excellent written communication, interpersonal, and presentation skills;
- Proficiency in project management software and tools;
- Ability to work both independently and as part of a team;
- Analytical and problem-solving abilities;
- Curious, flexible, and positive mindset.

Benefits of the program:

- **Professional Development:** Hands-on experience driving large-scale economic development initiatives forward;
- **Networking:** Opportunities to attend WBC-affiliated events, hear from guest speakers, and work with key ecosystem partners;
- **Impact:** Direct involvement in projects that positively impact Chicago and contribute to economic growth;
- **Relationship building:** Opportunity to develop professional connections with other program participants, WBC colleagues, and partner organizations;
- **Compensation:** Competitive hourly rate.

Application Process:

Interested candidates should send a resume and cover letter to hr@worldbusinesschicago.com. **The priority application deadline is Wednesday, August 20, 2025 by 5:00 p.m. Central Time.**

- In your cover letter, please describe your interest in economic development, public service, project management and/or related topics. In addition, please note if you are available on a full-time basis from September through December 2025 and your ideal September start date.
- Please note professional references or a letter of recommendation may be requested from candidates who move to the interview stage.