

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

**Description:**

Alderman Daniel La Spata seeks an equity minded, hardworking and task-oriented person to serve as the Assistant Director of Community Development of the 1st Ward, reporting directly to the 1st Ward Chief of Staff. They are responsible for operation and implementation of internal and external administrative duties including office budget, letters of support and Aldermanic scheduling. They maintain relationships with 1st Ward senior citizens, Chicago Park District, volunteer neighborhood associations, individuals experiencing homelessness, CAPS office and restorative justice groups.

**Qualifications:**

- Ability to work with diverse groups of people in stressful and time sensitive situations
- Experience in complex problem solving with attention to detail, organization, and follow-up
- Has a knowledge and interest for restorative justice and racial and economic equity
- Strong communication skills - ability to hold conversations on sensitive, critical matters while being empathetic, respectful, and honest
- Resourceful, responsive, and service-minded. Willing to go the extra mile and seek creative solutions
- Strong time management and organization skills, especially in maintaining and managing digital records
- Commitment to transparency, accountability, and co-governing with residents and vested community organizations

**Preferred Qualifications:**

- Oral Spanish language proficiency
- Established relationships with schools, parks, neighborhood associations, businesses, block clubs or chamber of commerce in the Ward
- Community engagement experience
- An understanding of the 1st Ward, its constituency, and their issues
- Strong written communication

**Responsibilities:**

- Serves as staff liaison for senior citizens, senior outreach events and senior affordable housing buildings
- Serves as staff liaison for the Chicago Park District and works with neighbors on park district related issues
- Serves as staff liaison for Chicago Police Department, CAPS office, restorative justice organizations and partners
- Performs Aldermanic scheduling as needed/appropriate

- Recruits, develops, trains, and supervises volunteers in a respectful and collaborative manner
- Oversees issues related to parking including permit parking, moving signs, block party permits, blocking off streets for events, etc..
- Writes Letters of Supports for Aldermanic Acknowledgement Letters, Legislative Letters of Support, Loading Zones and departmental letters of support
- Procures supplies and vouchers for the office
- Other related duties as assigned

**Compensation:**

- Position is full-time salaried with benefits.
- Salary range is \$48,000 - \$51,000 comparable with experience

How to apply: Email [info@the1stward.com](mailto:info@the1stward.com) with your resume and cover letter.

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.