



Current P33 Job Postings

June 3, 2019

[P33](#) is on a mission to drive inclusive, global technology leadership for Chicago. Join our team of thinkers and doers – business and community leaders, entrepreneurs, educators, technology experts and policymakers – who represent today's establishment and tomorrow's vanguard, as we realize the dream of a more inclusive and thriving Chicago tech community.

People, Purpose, Plans and Progress is the philosophy behind P33, with the vision that in 2033, a hundred years after the 1933 Chicago World's Fair (A Century of Progress), our city is again a global technology leader. P33 is a collaboration among over 300 Chicagoland leaders working together to turbocharge Chicago's tech economy and promote inclusive economic growth for all Chicagoans. We are leveraging Chicago's key strengths--its diverse economy, strong system of universities and research centers, and growing start-up ecosystem--to invigorate Chicago's tech economy, and are doubling down on four industry-technology cluster areas where Chicago has an authentic right to win: Business IT, Food and Agriculture, Industry 4.0, and Life and Health Sciences. By driving cluster commercialization, supporting inclusive workforce development, and telling Chicago's story across our four cluster areas, we can lead Chicago into its next chapter.

To translate our vision into action, P33 has launched as a 501c3 nonprofit organization, led by CEO [Brad Henderson](#). We are building our leadership team and are looking for highly motivated and enthusiastic candidates to join our team as we realize the dream of a more inclusive and thriving Chicago tech ecosystem. If you're passionate about improving Chicago and its technology community – join our leadership team!

We are currently looking to fill the following positions. If interested, please see the job postings for each position, below, and submit a completed application to hr@P33.com.

1. Chief Operating Officer
2. Cluster Leader – Business IT
3. Cluster Leader – Industry 4.0
4. Cluster Leader – Life and Health Sciences
5. Senior Workforce Development Director
6. Executive Assistant



Chief Operating Officer

Chicago, Illinois

About P33

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About the Role

Reporting to the CEO, the Chief Operating Officer (COO) will support the vision and implement the strategy laid out by the CEO. This individual will:

- Ensure the work of the organization is coordinated and progresses efficiently
- Set and track progress on comprehensive goals, ensuring that team members have the resources required to effectively lead their work

¹ At a high-level, clusters are groups of companies, research groups, and educational institutions that are located together and have worked together so much that they have become interconnected.

- Design and implement business operations and processes, coordinating with the Civic Committee on technology, finances, human resources, and legal items
- Oversee facilities, including procurement of technology, space planning, and design
- Manage P33's Operating Board and Advisory Committees, including meeting planning and logistics, agenda and material development, and managing relationships with Board members
- Build and manage a small team over time, including the supervision of a Development Director

Key Qualifications

- 9+ years in business operations or consulting
- Demonstrated ability in project management with skills to move organizational projects forward in an inclusive and streamlined manner
- Ability to lead multiple long- and short-term projects simultaneously, meeting all related deadlines with the ability to plan, prioritize, coordinate, and manage own work
- Exceptional communication skills, both written and oral
- Extremely detail oriented and organized, with the strong ability to proof and edit documents
- Proven ability to work unsupervised and solve problems independently, efficiently, and creatively
- Results-oriented team player with the ability to work in a fast-paced environment and to produce high-quality work in a timely manner
- Bachelor's Degree required; focus in finance or accounting a plus

P33 utilizes the Microsoft Office Suite. All applicants must have a strong proficiency in this software.

Equal Opportunity Employer

P33 is committed to creating a diverse work environment and is proud to be an equal opportunity employer. The organization provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

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Apply for this Role

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Cluster Leader - Business IT

Chicago, Illinois

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Business IT

The Business IT cluster focuses on applying the most recent advancements in computing and analytics to enterprise software. These capabilities could enable a financial firm to automate its back-office operations with the most advanced computing technology, or an insurance company to improve its evaluation of risk with new algorithms.

² At a high-level, clusters are groups of companies, research groups, and educational institutions that are located together and have worked together so much that they have become interconnected.

About the Role

Reporting to the CEO, the Cluster Leader for Business IT will serve as a senior leader of the P33 organization, working with our partners to design and coordinate P33's strategy to transform Chicago into a tier one Business IT technology hub. This individual will:

- Drive cluster strategy development across a diverse team of ecosystem players, including business and community leaders, entrepreneurs, educators, technology experts and policymakers by:
 - o Creating processes to stimulate innovation growth at scale
 - o Enabling greater meaningful collaborations among players to foster relationships and improve sector performance
 - o Accelerating deep science research on Business IT
- Understand talent needs of Business IT cluster and work with P33's Senior Workforce Development Director to develop inclusive talent initiatives that help solve the cluster talent needs
- Develop and promote Chicago's Business IT story with P33's communications team: identifying success stories to share, crafting the Business IT story, and speaking at industry conferences on Chicago's progress
- Manage and help drive the work of P33's Business IT Advisory Board, including development of materials and managing relationships
- Build and manage a small team

Key Qualifications

- 7+ years of industry, consulting, and/or venture experience
- Strong technical awareness of enterprise IT innovation
- Extensive knowledge of, and relationships with, the Chicago Business IT market, as well as other competitive markets
- Strong creativity and communication skills to comfortably lead conversations with CEOs, corporate CTOs, Chief Digital Officers, tech entrepreneurs, leading computer science researchers, and other members of the Chicago community
- Strong visionary who understands how to effect large scale systemic change in local markets
- Ability to engage in ambiguous problem solving
- Results-oriented team player with the ability to facilitate productive engagement across diverse players
- Bachelor's Degree required; Master's preferred

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Apply for this Role

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Cluster Leader - Industry 4.0

Chicago, Illinois

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Industry 4.0

The Industry 4.0 cluster focuses on applying advanced technologies across areas like manufacturing, supply chain, and transportation and logistics. Advancements could lead to future factories that employ cutting-edge advanced automation technologies, or capital goods enabled with smart sensors tied to predictive maintenance.

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About the Role

Reporting to the CEO, the Cluster Leader for Industry 4.0 will serve as a senior leader of the P33 organization, working with our partners to design and coordinate P33's strategy to transform Chicago into a tier one Industry 4.0 technology hub. This individual will:

- Drive cluster strategy development across a diverse team of ecosystem players, including business and community leaders, entrepreneurs, educators, technology experts and policymakers by:
 - o Creating processes to stimulate innovation growth at scale
 - o Enabling greater meaningful collaborations among players to foster relationships and improve sector performance
 - o Accelerating deep science research on Industry 4.0
- Understand talent needs of Industry 4.0 cluster and work with P33's Senior Workforce Development Director to develop inclusive talent initiatives that help solve the cluster talent needs
- Develop and promote Chicago's Industry 4.0 story with P33's communications team: identifying success stories to share, crafting the Industry 4.0 story, and speaking at industry conferences on Chicago's progress
- Manage and help drive the work of P33's Industry 4.0 Advisory Board, including development of materials and managing relationships
- Build and manage a small team

Key Qualifications

- 7+ years of experience in industry or consulting
- Strong technical awareness of advanced materials, manufacturing, and logistics
- Extensive knowledge of, and relationships with, the Chicago Industry 4.0 market, as well as other competitive markets
- Strong creativity and communication skills to comfortably lead conversations with CEOs, provost-level leaders, successful entrepreneurs, and other members of the Chicago community
- Strong visionary who understands how to effect large scale systemic change in local markets
- Ability to engage in ambiguous problem solving
- Results-oriented team player with the ability to facilitate productive engagement across diverse players
- Bachelor's Degree required; Master's preferred

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P33 is committed to making Chicago the best it can be, and critical to that is understanding where we are and what our Chicago goals should be. What do you see as Chicago’s greatest strengths, as well as our most pressing challenges to establishing national and global leadership in Industry 4.0?



Cluster Leader - Life and Health Sciences

Chicago, Illinois

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Life and Health Sciences

The Life Sciences cluster focuses on applying advanced technologies to areas that will improve health. These advancements could assist in discovery of life-saving drugs, or spur creation of biomaterials that make drug delivery more affordable and effective.

About the Role

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Reporting to the CEO, the Cluster Leader for Life and Health Sciences will serve as a senior leader of the P33 organization, working with our partners to design and coordinate P33's strategy to transform Chicago into a tier one Life and Health Sciences technology hub. This individual will:

- Drive cluster strategy development across a diverse team of ecosystem players, including business and community leaders, entrepreneurs, educators, technology experts and policymakers by:
 - o Creating processes to stimulate innovation growth at scale
 - o Enabling greater meaningful collaborations among players to foster relationships and improve sector performance
 - o Accelerating deep science research on Life and Health Sciences
- Understand talent needs of Life and Health Sciences cluster and work with P33's Senior Workforce Development Director to develop inclusive talent initiatives that help solve the cluster talent needs
- Develop and promote Chicago's Life and Health Sciences story with P33's communications team: identifying success stories to share, crafting the Life and Health Sciences story, and speaking at industry conferences on Chicago's progress
- Manage and help drive the work of P33's Life and Health Sciences Advisory Board, including development of materials and managing relationships
- Build and manage a small team

Key Qualifications

- 7+ years of experience in venture, industry, or consulting
- Strong technical awareness of biopharma, medtech, and medical devices
- Extensive knowledge of, and relationships with, the Chicago Life and Health Sciences market, as well as other competitive markets
- Strong creativity and communication skills to comfortably lead conversations with CEOs, provost-level leaders, successful entrepreneurs, and other members of the Chicago community
- Strong visionary who understands how to effect large scale systemic change in local markets
- Ability to engage in ambiguous problem solving
- Results-oriented team player with the ability to facilitate productive engagement across diverse players
- Bachelor's Degree required; PhD/MD preferred

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Senior Workforce Development Director

Chicago, Illinois

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About the Role

Reporting to the CEO, the Senior Workforce Development Director will serve as a senior leader of the P33 organization, working with our partners to design and coordinate P33's strategy to build inclusive workforce development initiatives across Chicagoland. This individual will:

- Drive strategy development for talent and workforce issues, ensuring that the Chicago tech ecosystem is positioned for long term inclusive growth

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- With Cluster Leads, assess workforce needs, evaluate initiatives, and ensure alignment of key initiatives from K-12, Community College, and Higher Education systems
- Identify common workforce needs across clusters and work with business, education, and community players to develop initiatives that address those needs
- Support stand-up of workforce pilots, working closely with external stakeholders
- Understand and analyze programming capabilities, gaps, and solutions through regular coordination across Chicago's educational and workforce development and corporate partners
- Communicate regularly with business executives and entrepreneurs to understand their workforce needs, educate them on ongoing initiatives, and help get them involved in initiatives that help address their needs
- Develop and promote Chicago's inclusive talent story with P33's communications team: identifying success stories to share, crafting the inclusive talent story, and speaking at industry conferences on Chicago's progress
- Manage and help drive the work of P33's Talent Advisory Board, including development of materials and managing relationships

Key Qualifications

- 9+ years in workforce development programs, college readiness and completion, mentorship, vocational training, organizational recruitment/hiring, or related programs
- Demonstrated commitment to ensuring inclusive opportunities across all of Chicago
- Extensive knowledge of and relationships with the K-12, higher education, and workforce partners in Chicago as well as other competitive markets
- Knowledge of advancements in higher education innovation, workforce development and long-term demographic trends, as well as anticipated needs for reskilling in tech
- Experience working at the intersection of business and education
- Strong creativity and communication skills to comfortably lead conversations with CEOs, provost-level leaders, successful entrepreneurs, and other members of the Chicago community
- Results-oriented team player with the ability to facilitate productive engagement across diverse players
- Fluency in Spanish a plus

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Executive Assistant

Chicago, Illinois

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About the Role

The Executive Assistant (EA) supports the Chief Executive Officer (CEO) and senior leadership team in the day-to-day management of the P33 organization. The EA serves as the contact and coordination person for internal and external constituencies, including senior business and community leaders, entrepreneurs, educators, technology experts and policymakers. The EA must have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion. This individual will:

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- Manage all administrative tasks for the CEO and senior team, including: their active calendars of appointments; coordinating, finalizing and distributing background materials for meetings and operating committees; completing expense reports; composing and preparing correspondence that is sometimes confidential; arranging detailed travel plans, itineraries, and agendas.
- Plan, coordinate, and ensure the CEO's schedule is followed and respected: Provide "gateway and gatekeeper" role, creating win-win situations for direct access to the CEO's time and office
- Orchestrate and communicate with CEO to keep him/her well informed of upcoming commitments and responsibilities, following up appropriately. Acts as a "barometer," having a sense for the issues taking place in the environment and keeping all necessary parties updated.
- Communicate directly, and on behalf of the CEO when asked to do so, with external partners as well as P33 staff. Provide a bridge for smooth communication; demonstrating leadership to maintain credibility, trust and support with senior management staff.
- Follow-up on outstanding issues, prioritize and research, as necessary, important items, including those of a sensitive or confidential nature.
- Successfully complete critical aspects of deliverables with a hands-on approach, including drafting acknowledgement letters, personal correspondence, and other tasks as needed.
- Prioritize conflicting needs, handle matters expeditiously and proactively, and follow-through on projects to successful completion, often with deadline pressures and ambiguity.

Key Qualifications

The individual must have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities. A positive attitude, flexibility and team working abilities are critical.

- Strong work tenure: 5-10 years of experience supporting C-Level Executives
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Very strong interpersonal skills and the ability to build relationships with staff and external partners
- Expert level written and verbal communication skills
- Demonstrated proactive approach to problem-solving with strong decision-making capability
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response
- Demonstrated ability to achieve high performance goals and meet deadlines
- Emotional maturity, a positive attitude, flexibility, and humor
- Highly resourceful team-player, with the ability to also be extremely effective independently
- Forward looking thinker, who actively seeks opportunities and proposes solutions
- Bachelor's degree

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