



Associate, Strategic Initiatives

Chicago, Illinois

About P33

P33 is an intentional and collaborative effort led by Chicagoland business and tech leaders across the private and public-sector to build Chicago's recognition as a global tech leader.

Our mission is to transform Chicago into a tier-one technology and innovation hub and promote inclusive economic growth. With an honest and realistic view of our city, P33 is fueled by a need to unlock the potential of the digital age to solve some of the toughest problems facing Chicago, such as equitable access to digital careers, talent retention, deep science commercialization, and gaps in our growth stage startup ecosystem.

About the Role

P33 is hiring an Associate of Strategic Initiatives to support our work in a variety of areas. This is a cross-functional role that supports the needs of P33's three core strategic planks: Talent, Founders, and Regional Priorities. The Associate, Strategic Initiatives will work with P33's senior leadership on a variety of topics related to strategy, operations, marketing, platform and product development, and industry clusters. The scope of this role will include working collaboratively among each of P33's business units including:

- **P33's Talent Team** to drive Chicago's talent pipeline of highly skilled citizens, with a focus on higher education, alternative pathways to tech careers, and retention & attraction of high skilled tech workers to the region.
- **P33's Founders Team** to support the development and execution of P33's flagship entrepreneurial programs designed to cultivate and attract world-class tech founders.
- **P33's Regional Priorities Team** to position Chicagoland as a leader in emerging industries with substantial societal and human capital implications.
- **P33's Strategy & Operations Team** to manage stakeholders, key corporate and philanthropic partnerships, and overall management of P33's operating plan and to support P33's mission to transform Chicago into a tier one technology hub.
- **P33's Marketing & Communications Team** to amplify Chicago's success stories, identify new opportunities for Chicago to drive technology leadership, and drive P33's marketing products forward.

We'd Love to hear from you if...

- You have a passion for P33's goals around inclusive economic growth for the Chicagoland region
- You're a proactive individual who likes to take initiative
- You can operate well both independently and collaboratively as a member of a team
- You can remain comfortable and focused even amid ambiguity and change
- You're a critical thinker who is good at synthesizing information and providing recommendations based on ambiguous information

Key Qualifications

- Successful candidates will have 1-3 years of experience in roles involving project management, research, analysis, strategy, and/or program execution.
- Contextual or working knowledge of the tech sector including talent/workforce development, venture capital, startup ecosystem building, technology commercialization, economic development, etc.
- P33 utilizes the Microsoft Office Suite. All applicants must have a strong proficiency in this software.
- Competitive candidates will have at least a bachelor's degree, but we welcome candidates whose work and life experience position them for success in this role.

The Interview Process

- Invitations for interviews will be delivered no later than 5pm Friday May 20, 2022
- **Round 1:** 30 Minute initial screening interview
- **Round 2:** 45 Minute Interview Discussion with a P33 Director or Senior Leader
- Take-home assignment – prepare a brief response to a question prompt
- **Round 3:** 60 Minute panel interview with three to four P33 team members to present prepared response to question prompt
- We aim to fill this role by or before June 30, 2022

In your interview, you'll be successful if you can demonstrate clear examples of:

- unstructured problem-solving, research, and/or analysis
- leadership or ownership of a project, program, or initiative
- utilization of data and well-substantiated evidence to make decisions or recommendations

P33 offers competitive wages and benefits including:

- Hybrid working environment
- Life, AD&D, and Group Disability Insurance
- Medical, Prescription, Dental & Vision Insurance
- 401(k) Plan (with company match after eligibility period)
- Generous paid vacation, personal, and sick days
- 12 weeks of parent leave for all new parents
- Transit Benefit Program, and more!

To Apply

Submit a Resume and Cover Letter with "P33 Associate, Strategic Initiatives" in the subject line to hire@p33chicago.com. The deadline to apply for the role is 11:59pm Sunday May 15, 2022

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. **If you need assistance or an accommodation to complete this application due to a disability, you may contact us at hire@P33chicago.com.**