



Street Vendors Association of Chicago

Seeks: Office Manager

To apply, please send a resume and cover letter to streetvendorskitchen@gmail.com

The Street Vendors Association of Chicago (SVAC) fights for an inclusive economy by organizing street vendors to build political and economic power without fear of police harassment, excessive fines, and discrimination. Subsequently, SVAC led the campaign to push Chicago's City Council to legalize street vending in 2015. SVAC played a crucial role in the passing of the Limited Worker Cooperative Association Act, which enables worker-owned cooperatives to register as business organization in Illinois. SVAC provides a sustainable model and structures for an equitable economy and development in communities experiencing racial wealth divides and active disinvestment.

Mission

The mission of this organization is to carry out a network of food vendors in order to improve the quality of life as street vendors by providing resources and opportunities for food and employment sovereignty to increase social equity.

Vision

Our vision is to maintain the right and justice of street food vendors, lobbying for laws which improve the rights of minority commerce. Building infrastructure services which enable members have a better quality of life, creating and promoting self-employment and productive development; such as well improving health benefits.

Office Manager (part time-32 hours)

Salary is dependent on experience and qualifications | Reports to president and board members.

The Street Vendors Association of Chicago (SVAC) is looking to hire a part-time office manager to provide information to street vendors among other duties.

Requirements

- Be a street vendor
- Speak Spanish and English (Not mandatory)
- Be a low-income person
- Agree with the vision and mission of SVAC

Office Manager - Principal function:

- Provide information about SVAC and take information from interested parties (Non-members).
- SVAC members with 60% attendance will receive office benefits.
- Fill out SVAC form
- Explain permit requirements for street vendors and check that they have what they need.
- Complete member applications in the City.
- Schedule appointments
- Meet and work together with the organizer
- Create street vendors map
- Inform about necessary classes for street vendors
- Create information directory for street vendors

The ideal candidate will possess strong interpersonal and communication skills, be familiar with street vendors and immigrant rights, and have the ability to work with diverse and multi-disciplinary teams and communities. Street Vendors Association of Chicago does not discriminate on the basis of race, ethnicity, gender identity, religion, age, national origin, citizenship, physical or mental ability, or sexual orientation. To apply, send a resume and cover letter to streetvendorskitchen@gmail.com Applications will be accepted on a rolling basis.