CDA
Chicago Department of Aviation

JOB ANNOUNCMENT

BID/JOB ANNOUNCEMENT

Project Coordinator, B14

Chicago Department of Aviation

Concession Section

Number of Positions: 2

(Additional vacancies possible pending budget approval)

Starting Salary: $75,336.00

This position is open to the public and all current City employees covered under the City's collective bargaining agreement with AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES (AFSCME) – BARGAINING UNIT 1, 3, 4 & 5. Only employees in City job titles in this bargaining unit are eligible to bid.

BID INSTRUCTIONS: Apply on the bid site:
https://chicago.taleo.net/careersection/103/jobsearch.ftl?lang=en AND

1. Check the box on your profile titled "Currently employed by the City of Chicago"
2. Enter your employee ID (located on your pay stub labeled 'payee/employee number')
3. Select your correct bargaining unit

FAILURE TO FOLLOW THESE INSTRUCTIONS WILL RESULT IN A REJECTED BID APPLICATION

Applications for this position will be accepted until 11:59pm CDT on December 9, 2026.

ESSENTIAL DUTIES:

- Monitor and report project progress, ensuring milestones, schedules, and deadlines are consistently met.
- Prepare and evaluate lease rental structures, and revenue projections for concession spaces.
- Support cost benefit and ROI analysis for new concession concepts and proposals.
- Coordinate with cross functional stakeholders—airports, concessionaires, tenant project managers, and airlines.
- Serve as liaison with internal departments and external partners, ensuring timely approvals, compliance, and issue resolution.
- Produce status reports and updates for leadership, tracking progress, issues, and key performance indicators (KPIs).
- Apply project management tools.
- Conduct research on retail trends and incorporate consumer insights into concession strategy initiatives.

- Apply data driven tools and KPIs to evaluate program performance and identify areas for operational improvements.
- Open the day by reviewing project status, updating schedules, and reassigning tasks as needed.
- Liaise across departments – real estate, legal, finance, marketing, terminal operation - to manage dependencies.
- Collect consumer or performance data to feed into strategic opportunity analyses.

Additional duties may be required for this position.

LOCATION: Chicago Department of Aviation
1000 West O'Hare – Terminal 3
DAYS & HOURS: MONDAY-FRIDAY 9:00 A.M. - 5:00 P.M.

THIS POSITION IS IN THE CAREER SERVICE

Qualifications

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Graduation from an accredited college or university with a Bachelor's degree, PLUS three (3) years of work experience performing or supporting project or program administration functions. Should the above criteria not be fulfilled, the following options are acceptable:

Seven (7) years of work experience performing or supporting project or program administration functions; **OR**

Graduation from an accredited college with an Associate's degree, PLUS five (5) years of work experience performing or supporting project or program administration functions; **OR**

Graduation from an accredited college or university with a Master's degree or higher, PLUS two (2) years of work experience performing or supporting project or program administration functions.

NOTE: The candidate selected for hire must pass an airport background check and a Security Threat Assessment (STA).
NOTE: This position is subject to work off hour shifts as required.
NOTE: This position requires a VALID LICENSE at the time of hire.

SELECTION REQUIREMENTS: This position requires an applicant to successfully complete an interview. The interviewed candidate(s) possessing the qualifications best suited to fulfill the responsibilities of the position will be selected.

APPLICATION EVALUATION: Initial evaluation will be based on information provided on the application and the documents submitted. Department of Human Resource staff will review applications after the final posting date. Staff will follow all required Employment/Hiring Plan provisions, federal, state and local laws, and Collective Bargaining Agreements when applicable. Staff will apply hiring preferences as required by the municipal code. Placement on an eligibility list is not an offer or guarantee of an interview nor employment with the City of Chicago.

COMMITMENT TO DIVERSITY: To further our commitment to hiring applicants with diverse experience the City of Chicago has adopted the following ordinances 2-74-020 and 2-74-075. The ordinances provide a preference to applicants who meet minimum qualifications and who are veterans of the Armed Forces, and/or residents of Socio-Economically Disadvantaged Areas (SEDA) and/or Chicago Public School (CPS) high school graduates to be referred to departments for consideration. ***These hiring preferences do not apply to bidders, as Collective Bargaining Agreements define the hiring process for bidders. For positions covered by a collective bargaining agreement, bidders will be considered before external candidates.*** To learn more about our hiring practices click here.

ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT.

The City of Chicago in an Equal Employment Opportunity and Military Friendly Employer.

The City of Chicago is committed to providing fair chance hiring and welcomes applicants with past convictions, recognizing the value of a diverse workforce and the potential for growth and positive change.

City of Chicago

Brandon Johnson, Mayor

Here is the link to the City of Chicago website:

https://chicago.taleo.net/careersection/100/jobsearch.ftl?lang

Job Search - Basic Search - Taleo

FOLLOW THE STEPS BELOW TO VIEW THE OPEN POSITION AT THE CDA

1. Visit flychicago.com/jobs or click the link above.
2. Click on the current open position at CDA.
3. Select the position – **Project Coordinator – Concessions**

Project Coordinator - Concessions (O'Hare)
$75,336.00
Job #420174
11/24/26 - 12/09/26

1. The applicant must create a Candidate Profile to apply for the position. Once a profile is set up, the applicant will receive email alerts for new positions in the area of interest.
2. Job postings will remain online for a minimum of 14 business days.
3. All information must be completed on the application. The following documents should be attached (resume, cover letter, and transcripts.)