

POSITION DESCRIPTION

Title: Coordinator, Community Investment (Part-time)

FLSA Status: Hourly non-exempt

Department: Civic and Community Relations

Reports To: Manager, Civic and Community Relations and Teamwork Englewood

Organization Overview

Established in 1991, Chicago Cares mobilizes volunteers to build a stronger, more unified Chicago. In 2017, Chicago Cares launched an exciting new Community Investment Strategy to use impact volunteerism as a catalyst for community change efforts on Chicago's south, west, and northwest sides where the infusion of resources and capacity could be transformational.

Given the daunting challenges facing Chicago today and a renewed emphasis in the non-profit and corporate sectors on impact, isolated acts of generosity are no longer sufficient as we seek to move the needle on large, intractable social problems like violence and poverty. Impact volunteerism responds to this complexity by connecting volunteer service to the civic engagement, community development, and collective impact work already happening on the ground in communities of greatest need.

Position Overview

The Civic and Community Relations team responsible for leading and managing Chicago Cares' place-based networks, collective impact partnerships, and strategic outreach and influence. The team leverages volunteerism to support efforts that build a stronger, more unified Chicago, while expanding Chicago Cares' reach and positioning the organization to be a leader locally and nationally on service. The department is a catalyst for change by promoting and aligning Chicago Cares work to diverse civic engagement efforts led by and designed by those most affected by the challenges facing our city.

Through the Civic and Community Relations team, Chicago Cares:

- Grows and sustains work in new and existing neighborhoods and geographies.
- Participates in collective efforts and coalitions.
- Influences the broader volunteer engagement sector to advance community-driven impact volunteerism.
- Connects leaders and volunteers to high quality, high impact structural change organizations across the city.

The Coordinator aligns Chicago Cares efforts to community priorities, projects and initiatives, cultivates community volunteers leaders and recruits local volunteers in a specific geographic area in partnership with a lead community organization. The Coordinator acts as an ambassador for and a connector to Chicago Cares.

Essential Duties & Responsibilities

- **Community Collaboration:** Develop strategic, long-term, mutually beneficial community partnerships with the lead agency and key institutional partners in a specific geography. Maintain a high level of engagement by participating in lead agency meetings, presentations, committees, and community-based events, etc. Execute capacity building assessments and programs, including training opportunities for lead agency staff and volunteers.
- **Community Strategy Management:** Champion and represent the strategic priorities in a specific geography, sourcing and scoping prospective projects consistent with the impact story and strategy of the organization.
- **Community Partner Outreach:** Manage, cultivate, regularly visit and communicate with, organizations in a specific geography that are prospects for Chicago Cares partnership to cultivate and expand the network of community partners, consistent with Chicago Cares' strategy and impact.
- **Leader Recruitment and Cultivation:** Recruit, train, manage and evaluate local volunteer leaders, developing a cohort of local residents leading and developing projects.
- **Volunteer Recruitment and Cultivation:** Recruit, train and manage local volunteers, developing the community volunteer base in that community area and connecting them to Chicago Cares projects.
- **Geographic-specific Volunteer Engagement:** Support a blended portfolio of corporate and on-going projects as well as capacity building engagements in a particular geography, contribute to exceptional logistics for each kind of project. Support corporate and public facing volunteer engagement models executed in a specific geographic area, as outlined in the community's annual plan and as assigned by the Manager, Community Relations.
- **New Model Implementation:** Support, with program leadership and lead agency leadership, new models developed in the assigned geography that deepen issue area understandings or advance strategic objectives.
- **Data and Evaluation:** Manage local program impact and evaluation, including tracking costs, collecting impact data and compiling evaluation metrics.
- Other duties as assigned.

Other Expectations

- Advance brand identity by reinforcing strategic messages and company values
- Ensure quality and economic viability of all programming
- Participate in cross-departmental committees and task forces as appropriate
- Participate in and provide support and stewardship of fundraising activities

Requirements

- Strong familiarity with the community area and demonstrated leadership in community affairs/relations in that community area.
- High School Diploma or GED or equivalent related experience in volunteer or project management.

- Demonstrated commitment to service, civic engagement and/or social justice
- Basic knowledge of how to assess community needs through research and meeting with members of a community (one on ones).
- Proficient in Microsoft Word, Excel and PowerPoint and other desktop publishing tools. Experience with CRM databases (e.g., Salesforce) and Eventbrite a plus.
- Strong written, verbal and interpersonal communication skills with ability to make effective oral presentations to large and small groups.
- Project management skills, including ability to manage multiple assignments with ability to prioritize and meet deadlines.
- Strong commitment to mutually beneficial partnerships, employing customer service principles and practices as well as strategic persuasion and negotiation
- Ability to maintain composure and enthusiasm when working with volunteers with a variety of personalities.
- Commitment to working beyond traditional working hours and schedules.
- Ability to lift up to 50 pounds and engage in physical labor associated with loading, unloading and moving project supplies.
- Ability to adjust to various physical and environmental conditions as the position may require including computer work and sitting or standing for long periods of time.
- Regular, reliable access to transportation to travel to and from project sites throughout the Chicagoland area. Some project sites may not be easily accessible via public transit.

Additional Information: This is a part-time position. The ideal candidate will be able to work an average of 20-25 hours a week (typically between the hours of 9AM to 5PM) with some evening and weekend assignments. The work schedule for Coordinators, Community Investment is directly related to business and community demand: therefore, week to week assignments vary and hours will deviate from the standard 20 – 25 hours per week with some hours requiring more than the standard and some requiring less. This position includes travel within Chicago. It is an excellent opportunity for anyone interested in developing skills in event planning, community development, program planning, non-profit management, volunteer management, and corporate relations. Starting wage is \$19.23 per hour.

Chicago Cares provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. In addition to federal law requirements, Chicago Cares complies with applicable state and local laws governing nondiscrimination in employment in every location in which it has facilities. 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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To apply please email jobs@chicagocares.org. use ECRCO in subject. No calls please.