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815 W. 63rd Street, 2nd Floor, Chicago, IL 60621 • Phone: (773) 488-6600 • Fax: (773) 488-6601 •  
www.teamworkenglewood.org • www.englewoodportal.org

## Englewood Quality of Life Plan's Community Organizer- 2020-March-EQLP-ORG

The Englewood Quality of Life Plan(EQLP) is a community driven plan to improve the community through residents developed strategies. The Plan has served as a catalyst for residents and stakeholders of Greater Englewood to implement a number of programs, initiatives, and events as a large coalition formed of several issue focused task forces developing on-going implementation tactics. The Englewood Quality of Life Plan's Community Organizer will be responsible for supporting in the execution of key aspect of Englewood Quality of Life Plan as well as emergent campaigns that arise out of the taskforces. This support will include broad-based community outreach and stakeholder engagement, administrative support for each respective taskforce. The purpose of the role is to engage critical partners in the execution of the plan, and support the many Englewood Quality of Life task force's initiatives, events and meetings as well as mobilizing residents around campaigns and projects of the task forces.

### Responsibilities include:

- Work closely with the EQLP Project Manager to devise a course of action around management need for EQLP taskforce and related projects
- Support EQLP working groups and Task Forces
- Work closely with current EQLP Taskforce member to identify key partners
- Create and implement engagement plan in collaboration with Project Manager to recruit and retain key stake-holders, residents and partner organizations to the EQLP effort.
- Coordinate and conduct ongoing base-building effort keep community residents and partners updated on the Plan's progress and opportunities to collaborate
- Work with TWE staff to improve retention and engagement tracking
- Collect engagement data / Data Entry for EQLP events and meetings
- Support the EQLP manager on administrative and program support
- Provide reporting on EQLP to Manager and Executive Director

### Qualifications

- A clear track record of successful community organizing experience
- A familiarity with the Englewood or a similar neighborhood and the issues residents' face
- Strong interpersonal skills and ability to maintain strong relationships in the community
- Ability to work flexible hours, many evenings and weekends
- Data management knowledge
- Excellent written and verbal communication skills
- Access to a vehicle a plus
- Competency with Microsoft Office Suite, Google Apps, and other modern technology
- A Bachelor's degree in sociology, design, political science, urban studies, or related field preferred; however, 3+ years of direct organizing experience can supplement.



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This is a full-time salaried position with benefits. Compensation will be determined based on experience. The Community Organizer is expected to work evenings and weekends when necessary.

Please send a cover letter and resume to [employment@teamworkenglewood.org](mailto:employment@teamworkenglewood.org) by March 20, 2020.

