



Job Description

Position: Project Coordinator for CHA Program for the New City Neighborhood
Supervised By: Program Supervisor at Spanish Coalition for Housing
FLSA: Exempt
Status: Full Time
Location: 1915 S. Blue Island, Chicago, IL 60608

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

Organization Summary:

SCH's mission is to provide comprehensive counseling, education and housing resources necessary for Latinos and other low-to-moderate income families in the Chicagoland area, to develop competence and responsibility in meeting their financial and housing needs, and advocate for and proactively promote additional resources for them. SCH has three locations to serve the North and South sides of Chicago and sees over 10,000 clients per year with a current budget of \$2.5 million. We deliver quality programs and compassionate service to all residents in need.

Job Summary:

Oversee SCH's Diversity Outreach efforts targeting diverse populations in Chicago's New City Neighborhood. Reporting to Spanish Coalition for Housing's Supervisor, the Project Coordinator's basic job functions are to oversee the day-to-day activities of the Chicago Housing Authority's (CHA) contract and ensure contract goals are met as well as conduct community outreach and education in the targeted community regarding the CHA's public housing programs.

Responsibilities:

- Oversee housing outreach planning and coordinating and ensure CHA goals outline in the Scope of Service are being met including hosting a minimum of 2 workshops and bringing in a minimum of 40 participants per month.
- Plan monthly events and coordinate event publicity in coordination with Spanish Coalition for Housing and the CHA's assigned liaisons.
- Monitor progress and assess outcomes in consultation with Program Manager.
- Work with consultant and CHA to ensure consistency on messaging and communications strategy.
- Distribute flyers, posters, brochures, and promotional material at outreach events to promote awareness about CHA programs.
- Promote CHA programs to seniors, scattered site applicants, HCV owners, Section 3 job applicants, Section 3 businesses, and potential wait list applicants.
- Promote CHA programs through print, TV, E-blasts, and social media.
- Prepare and submit monthly reports to CHA and Executive Director as required.
- Coordinate with accounting department to ensure program expenses are documented and in compliance with agency guidelines and funder requirements.
- Coordinate with SCH counselors to address walk-in and telephone client inquiries per contract and CHA guidance.

- Collaborate with other programs and SCH departments on programming and agency-wide related events/activities.
- Maintain client case management system(s) as required by SCH and CHA.
- Collaborate with other organizations and partners on advocacy events.
- Participate in all CHA meetings, advisory groups, and trainings as scheduled.
- Utilize CHA's telephonic interpretation line as needed.
- Other duties as assigned.
- Must have established networks in the New City Neighborhood.

Qualifications:

- Bachelor's degree or equivalent experience working in a related field required.
- Proficiency in English and Spanish or another language based on target community needs required.
- Presentation skills and effective communications skills required.
- Vehicle, valid driver's license and insurance required or reliable transportation.
- Mandatory participation of Saturday events hosted by employer and/or affiliates of sponsoring agencies.
- Excellent organizational and communication skills; professionalism; ability to multi-task and pay close attention to detail; knowledge of Microsoft Office Suite.
- Detail-oriented, good organizational skills, excellent time management skills and the ability to learn new tasks quickly.
- Ability to work independently and as part of a team to meet deadlines.
- Must be well organized, ability to multi-task, work under pressure and meet deadlines required, ability to problem-solve and prioritize.
- Must be PC proficient and have experience with Excel spreadsheet layouts, Word and Outlook.

Schedule:

Flexible schedule including ability to work Saturdays and evening hours. Occasional Sundays will also be required based on outreach events. Schedule is not final and is subject to change at any time.

Monday, Wednesday, and Friday: 9 a.m. to 5 p.m.

Tuesday and Thursday: 11 a.m. to 7 p.m.

Compensation:

Compensation in the mid 30's based on education, experience and qualifications. Excellent compensation package; health insurance, dental, and life; employer-matching 401K contribution; and opportunities for professional development.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to 30 pounds. While performing the duties of this job, the employee is regularly required to use hands and talk or hear. The employee is frequently required to stand; walk; sit; reach with hands and arms balance, stoop, kneel or crouch.

Spanish Coalition for Housing provides equal employment opportunities (EEO) to all employees and applicants for employment with regard to race, color, religion, sex, national origin, age, disability or genetics.

To Apply:

Submit cover letter, resume, and three professional references to:

Jennifer Singletary via email to jsingletary@sc4housing.org.

Please put your last name, first name in the Re: subject line and also indicate where you learned of the open position in your email. Position begins immediately. No phone calls please.

