



Job Title: Development and Communications Associate
Department: Development Department
Reports To: Development Manager
FLSA Status: Non-Exempt
Status: Full-Time
Location: 1922 N. Pulaski Road, Chicago 60639
Hours: Monday through Friday 9 a.m. to 5 p.m.

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 serves over 10,000 clients per year with a current budget of \$2.5 million and a healthy financial position. SCH is a local and national leader in the housing counseling sector and continues to innovate its service delivery and expands its target market presence. We deliver quality programs and compassionate service to all residents in need.

Position Summary:

The Development and Communications Associate will provide support and work in collaboration with the Development Manager and Development team. This position requires strong organizational skills and an ability to prioritize as well as multi-task. Fund development is essential to the overall success of the organization and therefore it is imperative that the person in this role be dedicated to providing the support needed in securing resources necessary for providing support to those accessing Spanish Coalition for Housing programs.

Responsibilities:

Resource Development: 25%

- Research market and resource opportunities.
- Support Development Manager with Board engagement.

- Grant Writing
- Take Board minutes and provides additional support as directed by Development Manager.
- Research, compile, and prepare confidential and sensitive documents.

Digital Communications: 40%

- Create donor request letters.
- Timely coordinator of donor acknowledgement letters.
- Digital communications and marketing.
- Coordinate agency mailings and other basic administration functions.
- Assist Development Manager in managing various social media platforms for the agency.

Event Planning: 30% + 5% Other

- Assist with coordination and logistics of special agency events
- Assist with coordination of promotions for special agency events.
- Provides occasional support to Executive Director with administrative tasks.
- Promotes other services and workshops offered by SCH.
- Other general office duties assigned.

Qualifications:

- Bachelor's degree preferred in business, liberal arts, public administration, or other related field.
- Computer literate and technologically proficient in standard word processing, spreadsheet and data base software applications, web research.
- Proficiency in Microsoft Office Suite (Excel, Word, Power Point).
- Highly organized and motivated.
- Excellent written and verbal communication skills.
- Staff members are expected to present a professional, businesslike image to all clients, visitors, and the public. Business attire required.
- Interest in community development, housing issues, organizational development and communications
- Bilingual (Spanish & English) required.
- Mandatory participation of Saturday events hosted by or employer and/or affiliates of sponsoring agencies.
- Must be dependable, dedicated and flexible in regards to working some evening and/or weekend hours.
- Full-Time; 40 hours: 5 days Monday through Friday; 9 a.m. to 5 p.m.
- Reliable Transportation.

Compensation:

Compensation is \$17.79 an hour non-exempt. Full time. Excellent compensation package; affordable health insurance, dental, and life; employer-matching 401K contribution; and opportunities for professional development.

Work Environment:

- 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.
- Work place is a smoke and drug free environment.

SCH is an equal opportunity employer and seeks to employ qualified individuals based on individual merit. SCH does not discriminate against any individual with respect to the terms and conditions of employment based on that individual's race, sex, age, religion, color, national origin, disability, genetic information, marital status, veteran status, sexual orientation, gender identity or expression, housing status, or any other non-merit factor protected under state, local or federal laws. Equal Employment Opportunity applies to all personnel actions such as recruiting, hiring, compensation, benefits, promotions, training, transfer, termination, and opportunities for training. SCH is committed to a fair and equitable workplace where everyone is a respected and valued member of the team.

To Apply:

Submit cover letter, resume, 2 writing samples 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.