



Job Title: Project Coordinator for CHA Community Alliance Program
New City Neighborhood
Reports To: Program Supervisor
FLSA Status: Exempt
Status: Full Time
Location: 1915 S. Pulaski Road, Chicago, IL 60608
Schedule: Mondays, Wednesdays and Fridays 9 a.m. to 5 p.m.
Tuesdays and Thursdays 11 a.m. to 7 p.m.
Schedule subject to change based on office needs

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 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:

Oversee SCH's Diversity Outreach efforts targeting diverse populations in Chicago's New City neighborhood. Reporting to Spanish Coalition for Housing's Senior Program Manager, 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.

General:

- Maintain knowledge of SCH's programs
- Meets agency monthly goals as assigned.
- Maintains required job skills and core professional competencies. Attends and participates in required educational programs and staff meetings.
- Submit required reports in a timely manner.
- Provide basic information on all programs offered by Spanish Coalition for Housing and information on how to access these services and makes referrals as needed.
- Ensures that SCH policies are followed.
- Participates in special projects as assigned by management.
- Adhere to policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values.
- Protect organization's value by keeping information confidential
- Interest in community development, housing issues, organizational development and communications
- Occasional mandatory participation of Saturday events hosted by employer and/or affiliates of sponsoring agencies.
- Mandatory participation of annual Camino A Su Casa Event scheduled the first weekend of every June.
- Staff members are expected to present a professional, businesslike image to all clients, visitors, and the public. **Business attire required.**
- Schedule may change based on office needs.
- Other duties as assigned.

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.
- Flexible schedule including ability to work Saturdays and evening hours. Occasional Sundays will also be required based on outreach events.
- Excellent organizational and communication skills; professionalism; ability to multi-task and pay close attention to detail; knowledge of Microsoft Office Suite.

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 and 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:

Please fill an application on our website under careers at: www.sc4housing.org

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.