



## **Job Description**

Position: Project Coordinator for CHA Program for the Chicago Lawn Neighborhood  
Supervised By: Program Manager at Spanish Coalition for Housing  
FLSA: Exempt  
Status: Full Time  
Location: 9010 S. Commercial, Chicago, IL 60617

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*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 Chicago Lawn Neighborhood. Reporting to Spanish Coalition for Housing's 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 in person or on a virtual platform.

## **Responsibilities:**

- Oversee housing outreach planning and coordinating and ensure CHA goals outlined in the Scope of Service are being met including hosting a minimum of 5 workshops and bringing in a minimum of 40 participants per month.
- Conduct two site visits per month to CHA property to show apartments in coordination with property management.
- Host one informational session to other organizations or community-based partners to explain the CHA programs and services.
- Plan monthly events and coordinate event publicity in coordination with Spanish Coalition for Housing and the CHA's assigned liaisons.
- Work with consultant and CHA to ensure consistency on messaging and communications strategy.
- 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.
- Distribute flyers, posters, brochures, and promotional material at outreach events to promote awareness about CHA programs.
- Monitor progress and assess outcomes in consultation with Program Manager.
- Maintain client case management system(s) as required by SCH and CHA.
- Prepare and submit monthly reports to CHA and Executive Director as required.

- Gain knowledge of SCH programs and services
- Act as community ambassador to connect CHA/SCH rental assistance programs
- 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.
- Collaborate with other organizations and partners on advocacy events.
- Coordinate with accounting department to ensure program expenses are documented and in compliance with agency guidelines and funder requirements.
- Participate in all CHA meetings, advisory groups, and trainings as scheduled.
- Utilize and promote CHA's telephonic interpretation line at all workshops.
- Other duties as assigned.
- Must have established networks and partners in the Chicago Lawn Neighborhood.

**Qualifications:**

- Associate'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.
- Vehicle, valid driver's license and insurance required or reliable transportation.
- Must have flexible schedule including ability to work Saturdays and evening hours. Occasional Sundays will also be required based on outreach events.
- Mandatory participation of Saturday events hosted by employer and/or affiliates of sponsoring agencies.
- Excellent customer service skills required.
- Presentation skills and effective communications skills required.
- Excellent organizational skills; professionalism; ability to multi-task and pay close attention to detail; meet deadlines and ability to problem-solve and prioritize.
- Ability to work independently and as part of a team to meet deadlines.
- Must be PC proficient and have experience with Microsoft Office Suite: Excel spreadsheet layouts, Word and Outlook.

**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.*

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**To Apply:**

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

Jennifer Singletary via email to [jsingletary@sc4housing.org](mailto: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.

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