



Position Announcement

PROGRAM COORDINATOR– Full-time Alliance to End Homelessness in Suburban Cook County

The Alliance to End Homelessness in Suburban Cook County seeks a full-time Program Coordinator to join its staff in planning and coordinating homeless programs in suburban Cook County. This is a new position, and its continuation is subject to grant funding availability.

The Alliance coordinates the Cook County Continuum of Care (IL-511), which encompasses homeless assistance efforts throughout all of Cook County except for the cities of Chicago and Evanston. Established in 1997 as the Task Force on Homelessness, the group changed its name and formally incorporated in August 2004, shifting its focus from managing homelessness to ending homelessness in our county.

RESPONSIBILITIES:

- Staffs volunteer committees on homelessness prevention, continuum of care development, and advocacy issues; provides meeting and training preparation, planning, documentation, scheduling and other logistical support.
- Provides analysis of community homeless issues for committee, board and staff; tracks policies and programs at the state and federal level, and participates in local and statewide advocacy campaigns.
- Researches best practices and training resources for topics within the Alliance's strategic plan (e.g., chronic homelessness, family homelessness, prevention, rapid re-housing).
- Represents the Alliance at community meetings, events and conferences.
- Develops meaningful partnerships while setting clear expectations; Works to expand the Alliance's database of contacts, building participation in homeless efforts by a variety of stakeholders; Helps to coordinate volunteers and/or student helpers for interim assignments as needed.
- Develops informational materials, press releases and marketing communications. Contributes ideas and content to website, e-newsletters, and other written materials.
- Assists in grant research and writing, as well as other fund development activities as needed.
- Other duties as assigned.

QUALIFICATIONS:

- Bachelor's degree in related field or equivalent experience required; 3-5 years experience in a related position is preferred. Masters degree preferred.
- Excellent verbal, analytic, and written communication skills; ability to convey information in a clear and concise manner for a variety of audiences.
- Issue expertise in some combination of community development, affordable housing, human services, homelessness, public policy and the nonprofit sector.
- Enthusiasm for mission-driven organizing with a good understanding of systems-level work.
- Basic budget management, program compliance, and project management skills.
- Must be a self-directed, highly organized person who can effectively prioritize and follow through on multiple projects, with proven ability to develop and execute plans and timelines, who takes pride in producing quality work and is willing to learn new things.
- Interpersonal skills and flexibility within a small office is essential.
- Must have valid driver's license and use of an insured car for moderate local travel within county.

A competitive compensation and benefits package will be offered, commensurate with experience and qualifications.

HOW TO APPLY:

To apply, send resume with cover letter to info@suburbancook.org with "Program Coordinator" in the subject line, fax to 708-345-7855, OR mail to:

Jennifer Hill, Executive Director
Alliance to End Homelessness in Suburban Cook County
1107 S. Mannheim Rd., Suite 304
Westchester, IL 60154

Immediate opening. Position is open until filled. We will contact only those individuals whom we feel are most qualified for the position. No phone inquiries please.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER