

POSITION: Community Engagement Coordinator

STATUS: Full time, in person

PAYMENT: Hourly, commensurate with experience

Latinos Progresando's Community Engagement Coordinator builds connections within and manages projects serving the needs of the Marshall Square Community. Reporting to the Community Programs Director, this position is responsible for a range of projects, including providing access to technology and supporting a food distribution program for local households.

Founded in 1998, Latinos Progresando is a nonprofit organization that delivers high quality information and resources for people to build secure, healthy and productive lives. Latinos Progresando provides quality, affordable immigration legal services, reaching families from more than 40 countries around the world. Additionally, the organization leads a 50-organization coalition called the Marshall Square Resource Network, offers arts and cultural programming, and provides scholarship funding to students from immigrant families.

RESPONSIBILITIES

Community Engagement project management

- Working with the Community Programs Director, support development, implementation, evaluation, and sustainability of projects and initiatives that engage Marshall Square residents
- Oversee Chicago Connected program, working with local agencies and families to provide internet access for CPS students and promote digital literacy for adults
- Coordinate annual summer camp at Saucedo School; ensure smooth execution of six-week educational and recreational summer camp program, including managing hiring process, promoting attendance, scheduling with instructors, running end-of-camp celebration for 50-100 people, and representing the organization at summer camp events
- Working with Nourishing Hope, coordinate monthly food delivery and distribution program to 45 participants; communicate program changes and requirements to participants; support participants in navigating the online portal
- Support programming with the Illinois State University Center for Urban Education, including facilitating field trips for student teachers to learn about urban environments and the unique challenges facing urban households.
- Manage communications with program participants, including mass texting via SimpleText
- Maintain data and evaluation information on community engagement activities
- As needed provide data and narrative information to Development Team for grant writing and reporting, and communications items

General Community Programs

- Attend and contribute to the success of all LP signature events, Marshall Square Resource Network quarterly meetings, and committee meetings as assigned
- Facilitate and plan participation of community residents in LP events and programs, including the annual community summit, among other events
- Represent the organization at recurring resource-sharing event planning meetings and resource tabling events, as assigned
- Other duties as assigned

REQUIREMENTS

- Minimum three years of relevant experience
- Ability to speak and write in both English and Spanish
- Initiative and ability to engage multiple, diverse stakeholders to achieve shared goals
- Ability to multitask and prioritize
- Excellent written and verbal communication skills
- Acute attention to detail and excellent organizational skills
- Comfortable and confident in a fast-paced environment
- Punctual and reliable
- Ability to work flexible hours
- Proficiency in Microsoft Office Suite and Google tools

Latinos Progresando provides equal employment opportunities to all applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. Latinos Progresando is committed to providing reasonable accommodations for qualified individuals with disabilities and disabled veterans in our job application procedures. If you need assistance or an accommodation due to a disability, please contact us prior to an interview; no candidate will be penalized for requesting an accommodation.

Interested candidates should email resume and cover letter, with the subject line “Community Engagement Coordinator” to careers@latinospro.org. Incomplete applications will not be reviewed.