

**Chicago Commons
Job Description**

JOB TITLE: PROJECT COORDINATOR
IVPA – Neighborhood Recovery Initiative

EXEMPT: Yes	TITLE CODE: Coordinator
SALARY LEVEL:	DIVISION: Administration
RANGE:	DEPARTMENT: Administration
EVALUATION DATE:	LOCATION: Sacramento Central Office
REPORTS TO: Associate Executive Director	SHIFT: Not Applicable

SECTION I

SUMMARY:

Serve as primary contact and coordinator for State of Illinois Neighborhood Recovery Initiative (NRI) in Humboldt Park. NRI is a collaborative project between Illinois Violence Prevention Authority (IVPA) and Governor Quinn's Office created to implement five program components in up to twenty communities in the Chicago area. The goal of the Initiative is to reduce risk factors and promote protective factors associated with violence. The Project Coordinator will oversee implementation of the project for the Humboldt Park neighborhood including selection of partner agencies, development of subcontracts, monitoring of all contracted activities under the initiative and all program and financial reporting to IVPA and State of Illinois.

SECTION II

ESSENTIAL DUTIES & RESPONSIBILITIES include but are not limited to the following. The company reserves the right to add to, delete, change or modify the essential duties and responsibilities at any time.

1. Plan and facilitate monthly coalition and sub-contractee meetings and other initiative meetings.
2. Create and share documents to record progress of the initiative including meeting minutes, survey results, progress reports and flyers.
3. Oversee execution of subcontracts and development of subcontractee work plan and monitoring of subcontractees throughout implementation.
4. Act as a liaison between Illinois Violence Prevention Authority (IVPA) and Chicago Commons.

5. Work with Humboldt Park Safety Committee to coordinate anti-violence campaigns and to design implementation plan and selection of subcontractors.
6. Conduct outreach and marketing to neighborhood residents and students.
7. Assist with state reporting and evaluation, grant writing and grant reports as needed.

OTHER FUNCTIONS: The Company may assign other functions to the job at its discretion.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform.

While performing the duties of this job, the employee is regularly required to speak English, specifically, to communicate both in person and over the telephone. The employee must regularly be able to read English proficiently. The employee must regularly operate a computer system and therefore must be able to read, produce and transmit data.

The employee must occasionally lift and/or move up to 15 pounds. Specific vision requirements include the ability to see at close range.

WORK ENVIRONMENT:

There are no unusual environmental conditions.

SECTION III

DECISION MAKING AUTHORITY: Describe the authority permitted your position and freedom to take action in terms of which decisions you can make and which decisions you refer to others. Indicate the extent to which these decisions are governed by objectives, policies and procedures.

Decisions/Actions Permitted

Submission of reports and invoices to State of Illinois.

Decisions/Actions Referred

Signature of subcontracts – referred to supervisor.

SECTION IV

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

B.A. degree preferred.

LANGUAGE SKILLS:

MATHEMATICAL SKILLS:

REASONING ABILITY:

CERTIFICATES, LICENSES, REGISTRATIONS:

OTHER SKILLS and ABILITIES:

1. Strong public speaking ability and comfortable communicating with diverse constituency.
2. Ability to write clearly and persuasively.
3. Familiar with Microsoft Office programs.
4. Willing to travel locally throughout West Humboldt Park.

EMPLOYEE SIGNATURE:

DATE:

MANAGER SIGNATURE:

DATE:

HUMAN RESOURCES SIGNATURE:

DATE: