

**Chicago Commons  
Job Description**

**JOB TITLE: PROJECT COORDINATOR**  
West Humboldt Park Educational Pathways

EXEMPT: Yes  
SALARY LEVEL:  
RANGE:  
EVALUATION DATE:  
REPORTS TO: Executive Director

TITLE CODE: Coordinator  
DIVISION: Administration  
DEPARTMENT: Administration  
LOCATION: Sacramento Central Office  
SHIFT: Not Applicable

**SECTION I**

**SUMMARY:**

Serve as primary contact and coordinator for West Humboldt Park Educational Pathways, a coalition of schools, community organizations and residents committed to improving educational outcomes and quality of life in the target area. The initial target area is the southern part of West Humboldt Park, encompassing the catchment area for three public elementary schools and also including one public high school and one charter high school.

**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 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 work of consultants hired to assist with specific projects such as early childhood education and evaluation planning.
4. Plan and coordinate monthly family night events.
5. Conduct outreach and marketing to neighborhood residents and students.
6. Assist with grant writing and write 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

Decisions/Actions Referred

**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: