

Position: Youth Development & Intervention Program Coordinator (YDIPC) (Grant Funded)

FLSA Classification: Exempt



Interim Reporting Relationship: Chief Operating Officer (COO)

ABOUT BIG BROTHERS BIG SISTERS OF METRO CHICAGO (BBBSCHI):

BBBSCHI's Mission is to create and support one-to-one mentoring relationships that ignite the power and promise of youth.

BBBSCHI's Vision is that all youth achieve their full potential.

BBBSCHI is an affiliate of the oldest, most respected mentoring organization in the US. BBBSCHI is a professionally managed, mission driven, performance-based organization providing high quality, safe and impactful 1:1 mentoring services to 2,000 children/families across four counties in Metro Chicago: Cook, DuPage, Lake County, IL and Lake County, IN.

As Metro Chicago and Northwest Indiana's largest donor and volunteer supported mentoring network, BBBSCHI makes meaningful, monitored matches between adult volunteers ("Bigs") and children ("Littles") from age seven through high school graduation. Private corporate, foundation and individual contributions provide 90% of BBBSCHI's revenue upon which we build programming that meets the needs of each child individually. [Our programs](#) are [proven](#) to keep kids in school, build positive behaviors and on the path to post-graduate success. Learn more at www.BBBSCHGO.org.

BBBSCHI's Core Value is a deep belief that Justice, Equity, Diversity and Inclusion is paramount and fundamental to BBBSCHI's success. We all work to build and maintain an inclusive and equitable work environment for our staff, volunteers, and program participants. It is our belief that every staff member should embrace JEDI principles in the decision making process. Therefore, we fully expect the ideal candidate will carry out their function with these core values in mind and treat everyone respectfully, fairly and equitably.

Position Summary:

The YDIPC reports to the COO and facilitates the Youth Development & Intervention Program at BBBSCHI (funded by Illinois Dept. of Human Services - IDHS). The Coordinator will work on all aspects of the grant program concluding June 2024, including partnership-building, Reimagine Public Safety Act (RPSA) and other community meetings, outcome collection, grant reporting, and all other duties that arise while facilitating the Program.

Supervisory Responsibilities:

This position has no supervision responsibility.

Primary Responsibilities

Community Building and Partnerships: (60%)

- Work with the project service area's Reimagine Convener and other RPSA funded

youth development and violence prevention programs.

- Coordinate services with other youth services organizations in the service area.
- Participate in monthly meetings with other RPSA-funded providers within the Humboldt Park community

Outcome and Program Reporting (20%)

- Participate in the formal evaluation of the program developed by IDHS and must cooperate in the collection of data for this purpose.
- Complete all program reporting, contract management, and assist Finance Dept. with budgetary needs and considerations.

Grant Training and Assessment (10%)

- Participate in IDHS-approved training, technical assistance, and support (TTAS)
- Participate in an at least one organizational scan conducted by an RPSA TTAS Provider, to determine programmatic, professional development, and capacity needs.
- Assist Director of HR in addressing and implementing training requirement for agency compliance with the BBBS national office and the IDHS RPSA project

Programming Responsibilities (5%)

- Assist with program responsibilities as needed

JEDI/Racial Justice Planning (5%)

- Assist leadership in development of official JEDI/Racial Justice Plan for BBBSCHI

Skills and Qualifications:

- Applicants with Bachelor's and/or Master's degree required
- A belief in the Mission and Vision of BBBS
- Minimum 2-4 years' experience working with youth, child development, and/or community partnerships is desirable.
- The ability to motivate and inspire youth, educators, and professionals.
- Bilingual (English/Spanish) preferred.
- Comfort in working with a remote team.
- Experience working with a diverse array of youth and adults.
- Excellent written and verbal communication skills, including public speaking and demonstrated ability to present to a variety of audiences, including students, parents, and partners
- Must be able to work evenings and weekends on an as-needed basis to fulfill job responsibilities.
- This position is focused on growing agency impact in Humboldt Park. Travel to other Chicago and Chicago area communities will occasionally be required for trainings, meetings, and agency events.
- Applicants must have access to a reliable automobile, valid driver's license, and auto insurance to meet this requirement.

Work Environment:

This position operates in a professional office environment.
This role routinely uses standard office equipment such as computers, phones, photocopiers, etc.
There is an expectation to work in office a **minimum** of two days per week.

To apply Please forward your resume, cover letter and salary requirements to:

[BBBS Career Page](#)

Big Brothers Big Sisters of Metropolitan Chicago
Attn: Human Resources
560 W. Lake St., 5th Floor
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