Position Announcement
Community Projects Organizer

About CCH

Chicago Coalition for the Homeless is a 44 year-old systemic advocacy organization. CCH develops campaigns and initiatives to address the causes of homelessness - lack of affordable housing, lack of access to health care and services and lack of jobs paying a living wage. We place much emphasis on organizing and developing leaders who have experienced homelessness to become spokespersons and leaders of our various initiatives. CCH does its work in accordance with its organizational values – collaboration, integrity, strategic action, compassion, and intersectionality. We recognize that homelessness is a problem that stems from systemic racism and that biases and prejudices are embedded in the fabric of society, and thus, also permeate organizations like ours. CCH is committed to advancing racial equity in the workplace, through the work of our racial equity committee, and through the campaigns and initiatives we choose.

Job Description

This position is responsible for community projects and outreach within the Organizing department. Responsibilities include base building, and relationship building among people with lived experience of homelessness and organizations who serve people experiencing homelessness as part of the sheltered population.

As well as the community organizing tasks, the position also coordinates all phases of our Small Shelter Fund (SSF), which provides annual grants to Homeless Service providers.

Job Responsibilities

- Build and maintain a regular schedule of outreach to shelters.
- Identify and develop leadership among people with lived experience of homelessness.
- Guide and develop leaders to gain new skills and knowledge.
- Develop and maintain a core group of grassroots leaders who are sheltered.
- Plan and execute direct actions.
- Work as a team member and do work in support of general CCH activities, as requested.
- Assist with training base members in organizing principles and tactics.
- In cooperation with CCH’s Development Department, manage the SSF, including:
  - Communicating with current and new grantees
Preparing Requests for Proposal and manage all communications with grantees
- Ensuring payment to grantees are made in a timely manner
- Compiling quarterly reports from funded shelters, reports to the SSF funder. Attending all staff and program meetings, as required.

- Works in collaboration with all CCH departments—CCH believes strongly in interdepartmental collaboration and expects all staff to work in close partnership with the other departments at the organization.

Qualifications/Skills
This is an entry-level position.
- Previous experience with community outreach, and engagement.
- Proficient in Microsoft 360.
- Familiarity with diverse range of organizing tactics and strategies.
- Experience working with diverse population.
- Demonstrated ability to build strong relationships.
- Effective communication skills, both verbal and written.
- Demonstrated ability to stay on task and meet deadlines.
- Demonstrated project management skills
- Ability to work collaboratively in a team environment and work to advance racial equity.

Salary range: $51,806 - $54,806 (salary above the base salary is available if the candidate meets one or more of the following criteria – demonstrated second language proficiency ($1,000), lived experience of homelessness ($1,000), certification in racial equity work ($1,000) Excellent benefits, including health, four weeks paid vacation, student loan reimbursement, and a sabbatical program.

All employees should be up to date on vaccination series as indicted by the CDC. The currently approved vaccines under this policy are Pfizer, Moderna, and Johnson & Johnson. No vaccine shall be designated unless and until it is fully approved by the U.S. Food and Drug Administration (FDA) or approved by the FDA for emergency use authorization. Fully vaccinated means at least two weeks after the final shot in the required timing and dosage (one shot for Johnson & Johnson, two shots for Moderna with 28 days between shots, and two shots for Pfizer with 21 days between shots).

Prospective employees will be expected to comply with this policy within two months of accepting their offer of employment.

Please send a resume, and cover letter to: organizerpositions@chicagohomeless.org, with the subject line –Community Projects Organizer.

Deadline to apply: June 20, 2024

The Chicago Coalition for the Homeless believes that personnel diversity is an organizational strength and recognizes and values the intersectional identities that staff members bring to our organization. We
are enriched by the diverse experiences, beliefs, and ways of thinking that employees of different backgrounds bring.

People of color and people who have experienced homelessness or poverty are strongly encouraged to apply. Fair consideration is given to all qualified applicants regardless of criminal record. CCH is committed to providing equal employment consideration without discrimination on the basis of race, sex, disability, religion, national origin, ancestry, military status, marital status, sexual orientation, gender identity, age or any other legally protected status.