

**HOUSING ACTION ILLINOIS
JOB DESCRIPTION
OUTREACH COORDINATOR**

Organizational Description: Housing Action Illinois' mission is to increase and preserve the supply of decent, affordable and accessible housing in Illinois for low-and moderate-income households. Housing Action believes that housing is a human right and that public policy and government spending should ensure that the basic housing needs of all people are met. Housing Action has three program areas: Public Policy Advocacy; Public Education and Organizing; and Training and Technical Assistance. Incorporated in 1986 as the Statewide Housing Action Coalition, Housing Action has over 150 members statewide. More information about our work is available at <http://www.housingactionil.org>.

Responsible to: Policy Director

Summary of Primary Job Functions: The Outreach Coordinator is responsible for implementation and management of portions of Housing Action's Public Education and Organizing and Public Policy Advocacy Programs. Our primary goal is to continue to build the capacity of community-based organizations to participate in and influence public policy decisions addressing the housing needs of low- and moderate-income people. The great majority of our member organizations are nonprofit direct-service providers who provide shelter, affordable housing, and housing counseling to low-income households throughout the state.

This is a full-time salaried position, with guaranteed funding for 1 year.

Duties and Responsibilities:

Reporting to the Policy Director, the Outreach Coordinator will:

- Plan, organize and direct all activities as required for the full implementation of program goals and objectives.
- Ensure that program activities are consistent with the program objectives and that objectives can be met with available resources.
- Ensure the program meets targets, budgets and time-lines, with appropriate reporting and evaluation.
- Develop, complete and finalize all program deliverables according to the timeline established with Policy Director.
- Fulfill all other duties as assigned by the Policy Director or Executive Director.

Program Delivery:

- Communicate with members and other stakeholders to gain community support for all of Housing Action's programs and to solicit input to improve the programs.
- Develop, implement and evaluate recruitment strategies to expand the number of members and allies participating in our work.
- Plan, coordinate and implement organizing and public education activities.
- Establish and maintain relationships with elected officials.
- Organize and manage issue-specific working groups.
- Other tasks as assigned.

Policy Advocacy:

- Participate in all attempts to influence public policy, primarily state legislative and budget issues.
- Assist in development and implementation of public policy agenda.
- Collaborate and coordinate with other advocacy organizations.
- Remain up-to-date on strategies and activities as they relate to public policy and organizing.
- Other tasks as assigned.

Qualifications:

- Bachelor's Degree required.
- At least three years experience with a non-profit, community-based organization in one of the following areas: community organizing; affordable housing or community development; public policy in housing or a related social justice field.
- Strong problem solving and group work leadership skills.
- Ability to interact with people of all ages and cultural backgrounds.
- Ability to work independently and as part of a team.
- Detail-oriented and organized.
- Sound computer skills.
- Effective oral and written communication skills.
- Ability to work flexible hours.
- Willingness and ability to do significant travel throughout the state; must have valid driver's license. For a highly qualified candidate, we will consider not requiring that they work out of our Chicago office.

Salary: Competitive, DOE.

Benefits: A competitive package of benefits including health, life, short/long term disability, 403(b) and employer sponsored retirement contribution after one year of employment. The package also includes a competitive vacation and health leave policy plus ten paid holidays.

Deadline to Apply: November 30, 2009 (although we will be reviewing and responding to resumes on a rolling basis).

Please send cover letter, resume, writing sample, and three references via email to: employment@housingactionil.org with "Outreach Coordinator" in the subject line, or via U.S. Mail to Outreach Coordinator Search, Housing Action Illinois, 11 East Adams, Suite 1601, Chicago, IL 60603. No calls please.

Housing Action Illinois is an equal opportunity employer.