



BID/JOB ANNOUNCEMENT

COMMUNITY OUTREACH COORDINATOR **COMMUNITY COMMISSION FOR PUBLIC SAFETY & ACCOUNTABILITY** District Council

Number of Vacancies: 1
(Additional vacancies possible pending budget approval)

Starting Salary: \$73,140.00 annually

This position is open to current AFSCME BIDDERS AND the PUBLIC. Only current City employees covered under the City's Collective Bargaining Agreement with AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES (AFSCME) – **BARGAINING UNIT 1, 3, 4, & 5** are considered BIDDERS and are eligible to bid. Qualified BIDDERS who properly submit a bid application will receive preference over any non-bidders.

BID INSTRUCTIONS: Apply on the bid site:
<https://chicago.taleo.net/careersection/103/jobsearch.ftl?lang=en> **AND**

- 1. Check the box on your profile titled "Currently employed by the City of Chicago"**
- 2. Enter your employee ID (located on your pay stub labeled 'payee/employee number')**
- 3. Select your correct bargaining unit**

FAILURE TO FOLLOW THESE INSTRUCTIONS WILL RESULT IN A REJECTED BID APPLICATION.

Applications for this position will be accepted until 11:59 pm Central time on 07/1/2025.

Under general supervision, coordinates and performs community outreach activities, disseminating information and ensuring the delivery of services to residents, and performs related duties as required.

In July 2021, the Chicago City Council passed an ordinance to create a new model for police oversight, accountability, and public safety. The ordinance created two new government entities: a citywide Community Commission for Public Safety and Accountability, with power to advance systemic reform, and 22 District Councils, each one comprised of three members elected to represent a different police district and working to improve policing and public safety in the district. The Commission and District Councils bring police officers and Chicago residents together to plan, prioritize, and build mutual trust; strengthen the police accountability system;

give Chicagoans a meaningful new role in oversight; and explore and advance alternative effective approaches to public safety.

The District Councils are elected to four-year terms in regular municipal elections just like Alderpersons and the Mayor. They have several key roles:

- 1) building stronger connections between the police and the community at the district level, where the community is a true partner in making the neighborhood safer;
- 2) collaborating in the development and implementation of community policing initiatives;
- 3) holding monthly public meetings, where residents can work on local initiatives rooted in community concerns and priorities;
- 4) working with the community to get input on police department policies and practices;
- 5) working to develop and expand restorative justice and similar programs in the police district;
- 6) ensuring that the Community Commission for Public Safety and Accountability gets input from the community, so that the Commission's work will be based on what people in neighborhoods across the city are concerned about; and
- 7) nominating members of the Community Commission.

ESSENTIAL DUTIES

This position focuses on the work of the District Councils. The Community Outreach Coordinator will:

- Provide day-to-day support to the individual members of 2-4 District Councils (6 to 12 District Councilors)
- Day-to-day support includes (1) strategic planning and goal setting, (2) communications support between District Councilors, (3) logistical, operational, and administrative support, and (4) community outreach and organizing
- Develop clear and communicative relationships with District Councilors to ensure work tasks align with the goals and direction of the District Councilors
- Assist District Council members in planning and carrying out monthly and special public meetings, including securing and setting up meeting locations, drafting meeting agendas and minutes for Open Meetings Act compliance, promoting the meeting to the public, arranging materials and equipment for meetings, preparing guest speakers and managing the sign-in table
- Support District Council community outreach and education efforts in the respective districts, including canvassing, tabling, developing partnerships with community stakeholders, maintaining a newsletter, developing email distribution lists, etc.
- Build and nurture relationships with people, organizations, and institutions throughout the district to help ensure that District Council members are well-informed about community concerns and to encourage broad participation in District Council meetings, activities, and initiatives.
- Support District Council engagements with the Chicago Police Department.

Additional duties may be required for this position.

LOCATION: Community Commission for Public Safety & Accountability (CCPSA)

DIVISION: District Council

ADDRESS: 2 N LaSalle Street - Suite 960

SHIFT: Monday through Friday (*some weekends*)

HOURS: 9:00 am to 5:00 pm (*12:00 pm to 8:00 pm periodically throughout the month to attend evening meetings and events for District Councils*)

****Shift may vary based on operational need***

THIS POSITION IS IN THE CAREER SERVICE.

MINIMUM QUALIFICATIONS

- At least seven years of community or social services work experience; **OR**
- Graduation from an accredited college with an associate's degree in social sciences or a directly related field, PLUS at least five years of community or social services work experience; **OR**
- Graduation from an accredited college or university with a bachelor's degree in social sciences or a directly related field plus three (3) years of community or social services experience; or an equivalent combination of education and experience; **OR**
- Graduation from an accredited college or university with a master's degree or Doctorate in social sciences or a directly related field, PLUS at least two (2) years of community or social services work experience.

Licensure, Certification, or Other Qualifications

- A valid State of Illinois driver's license is required
- Must have the permanent use of an automobile that is properly insured, including a clause specifically insuring the City of Chicago from accident liability.

SELECTION REQUIREMENTS

This position requires applicants to successfully complete an interview. The interviewed candidate(s) possessing the qualifications best suited to fulfill the responsibilities of the position will be selected. **Selected Bidders** will be hired in seniority order according to the collective bargaining agreement.

For Information on our employees benefits please visit our benefits website at:

<https://www.chicago.gov/city/en/depts/fin/benefits-office.html>

For Information on our salary and title structure visit our classifications website at:

https://www.chicago.gov/content/dam/city/depts/dhr/supp_info/JobClassification/2025_Classification_and_Pay_Plan.pdf

APPLICATION EVALUATION: Initial evaluation will be based on information provided on the application and the documents submitted. The Department of Human Resources staff will review applications after the final posting date. Staff will follow any and all required Employment/Hiring Plan provisions, federal, state and local laws, and Collective Bargaining Agreements when applicable. Staff will apply hiring preferences as required by the municipal code. Placement on an eligibility list is not an offer or guarantee of an interview nor employment with the City of Chicago.

COMMITMENT TO DIVERSITY: To further our commitment to hiring applicants with diverse experience the City of Chicago has adopted the following ordinances 2-74-020 and 2-74-075. The ordinances provide a preference to applicants who meet minimum qualifications and who are veterans of the Armed Forces, and/or residents of Socio-Economically Disadvantaged Areas (SEDA) and/or Chicago Public School (CPS) high school graduates to be referred to departments for consideration. ***These hiring preferences do not apply to bidders, as Collective Bargaining Agreements define the hiring process for bidders. For positions covered by a collective bargaining agreement, bidders will be considered before external candidates.*** To learn more about our hiring practices [click here](#).

ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT.

The City of Chicago is an Equal Employment Opportunity, Military Friendly, and Fair Chance Employer.

City of Chicago
Brandon Johnson, Mayor