

COORDINATOR OF COMMUNITY SERVICES

Department of Water Management

Number of Positions: 1 Full-Time

Salary: \$67,944/year Pay Basis: Yearly

Apply at <https://chicago.taleo.net/careersection/100/jobsearch.ftl?lang=en>

Enter Job Number: 346920

DUTIES:

Under direction, coordinates a variety of outreach activities intended to educate the public on departmental priorities and promote interest and participation in community and departmental programs and its services.

- Assists with the development and implementation of future department outreach programs and initiatives.
- Develops recommendations for the improvement of various community service programs and presents same to departmental managers.
- Identifies problem areas and issues and prepares related reports.
- Establishes and maintains good rapport between community institutions and the City.
- Serves as liaison with community groups and represents the department at community meetings as required.
- Assists with gathering and disseminating information about programs and activities.
- Creates outreach materials, workshops, and webinars targeting community groups, residents, aldermanic offices, schools, suburban customers.
- Grow key stakeholder relationships.
- Prepares periodic reports on the activities, status, and progress of various community programs.
- Plans, coordinates, and oversees the administration of special and seasonal programs and activities.
- Performs related duties as required.

NOTE: The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.

THIS POSITION IS IN THE CAREER SERVICE

Qualifications

Graduation from an accredited college or university with a Bachelor's degree in the Social Sciences or a directly related field, plus four years community or social service experience; or an equivalent combination of education, training and experience.

Disclaimer - "Accredited" means any nationally or regionally accredited college, university, or law school where the applicant is enrolled in or has completed an Associates, Bachelors, Masters, or Juris Doctorate degree program.

Education & Employment Verification - Please be advised that if you are selected to be hired you must provide, upon request, adequate information regarding your educational and employment history as it relates to the qualifications of the position for which you are applying. If you received your degree internationally, all international transcripts/diploma must be accompanied by a Foreign Credential Evaluation. If the City of Chicago cannot verify this information, any offer extended to you will be withdrawn and you will not be hired.

NOTE: You must provide your transcripts or diploma, professional license, valid State of Illinois driver's license, or training certificates at time of processing, if applicable.

NOTE: Applicants fluently speaking and writing a second language in Spanish will be given preference. Applicants will be given a conversational and written assessment at the time of interview.

NOTE: To be considered for this position you must provide information about your educational background and your work experience. You must include job titles, dates of employment, and specific job duties. (If you are a current City employee, Acting Up cannot be considered.) If you fail to provide this information at the time you submit your application, it will be incomplete and you will not be considered for this position. There are three ways to provide the information: 1) you may attach a resume; 2) you may paste a resume; or 3) you can complete the online resume fields.

Please note, all positions with the City of Chicago close promptly at 11:59pm Central Daylight Time (CDT). Applications for this position will be accepted until 11:59p.m. CDT on 09/30/2021. No exceptions will be made.

SELECTION REQUIREMENTS:

This position requires applicants to complete an interview which will include a written exercise and/or a skills assessment test as part of the interview. The interviewed candidate(s) possessing the qualifications best suited to fulfill the responsibilities of the position, based on the oral and written parts of the interview will be selected.

Preference will be given to candidates possessing the following:

- Fluency in Spanish and English, that includes speaking, writing, interpreting, and translating.
- Proficiency in Microsoft Office and other personal computer (PC) applications.
- Proficiency with program coordination and implementation of activities.
- Previous experience serving as a liaison with community groups.

- Previous work experience implementing and evaluating digital engagement campaigns.
- Previous work experience developing and presenting presentations to diverse groups.
- Proficiency with strategies used to elect community participation in City sponsored programs.
- Previous service in the Armed Forces of the U.S. on active duty continually for six months and have not been dishonorably discharged.

VETERANS PREFERENCE NOTE: The City of Chicago offers Veterans Preference to both current, active military personnel AND military personnel who have served in the Armed Forces of the United States and have received an honorable or general discharge. Eligible candidates must have at least six months of active duty documented. In order to receive the veterans preference, candidates need to indicate whether or not they are a veteran by answering “yes” or “no” to the question on the online application that asks, “Are you currently serving on active duty for at least six months in the Armed Forces of the United States OR have you served in the Armed Forces of the United States on active duty for at least six months and received an honorable or general discharge?” In addition, you must attach documentation to verify your military service. For veterans, you must attach a copy of your DD214 (Member Copy-4) to your online application which includes character of service status OR a letter from the United States Veterans Administration on official stationery stating dates of service and character of service. For active military personnel, you must attach a letter from your Commanding Officer on official stationery verifying your active duty, length of service, and character of service in the Armed Forces of the United States AND a copy of your military ID to your online application. Failure to answer the question and attach the required documentation will result in you not being considered for the Veterans Preference.

Residency Requirement: All employees of the City of Chicago must be actual residents of the City as outlined in 2-152-050 of the City of Chicago Municipal Code. Proof of residency will be required.

If you would like to request a reasonable accommodation due to disability or pregnancy in order to participate in the application process, please contact the City of Chicago, Department of Human Resources, at 312-744-4976 or disabilityaccommodations@cityofchicago.org. Please be prepared to provide information in support of your reasonable accommodation request.

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

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

City of Chicago

Lori E. Lightfoot, Mayor

Department of Human Resources

Christopher Owen, Commissioner

Job Posting: Sep 16, 2021, 12:00:00 AM | Closing Date (Period for Applying) - External: Sep 30, 2021, 11:59:00 PM