



Program Coordinator-Prevention and Intervention

Job Description

ICOY (Illinois Collaboration on Youth) champions the safety, well-being, and success of all Illinois' children, youth, and families by connecting and strengthening the organizations that serve them and by being a collective voice for policy and practice. ICOY is seeking one full-time Program Coordinator to be part of the Prevention and Intervention (P&I) Team. This role will support two different contracts, both related to youth facing homelessness and housing instability. This role will provide programmatic and administrative support.

One part of this role will be to support the team's work of providing training and technical assistance to grantees funded by IDHS (Illinois Department of Human Services). This role will help facilitate trainings and meetings for grantees who receive funding for Homeless Youth (HY) and Comprehensive Community Based Youth Services (CCBYS) programming.

This role will also support ICOY's work under a new federal grant, the Youth Homelessness System Improvement (YHSI) grant. ICOY will be leading a coalition of youth serving providers and youth with lived experience to further understand the needs of youth interacting with homeless response systems in Chicago and Suburban Cook County, as well as to create a Youth Action Board across these areas. The person in this role will join at an exciting time for this grant and will play an important role in getting this work started.

Specific Responsibilities

Meeting Facilitation/ Coordination

- Support P&I Manager by helping to set up and facilitate quarterly virtual meetings for IDHS providers
 - Manage online registration, support with breakout rooms, monitor questions presented in the chat.
 - Take notes during these quarterly meetings and prepare them to be sent to attendees.
- Support P&I Manager with in-person meeting facilitation
 - Support with organizing venue and food for meetings. Support the day of with registering attendees, leading groups, and other day of coordination that's needed.
 - Help plan activities and content for the meeting.
 - Input appropriate data into Salesforce after the meeting.

Site Visit Coordination

- Help schedule virtual and in-person site visits with providers funded by IDHS (HY and CCBYS providers).
- Attend in-person site visits when needed to take notes and gather necessary data.
- Help consolidate collected data after site visits are complete to present to providers and IDHS.
- May require occasional travel throughout the state of IL for site visits.



Grant Implementation/Coordination

- Support with implementing new HUD grant received by ICOY
- Help schedule monthly meetings with coalition members and take notes during these meetings.
- Assist with completing progress reports
- Support, as needed, youth with lived experience who will be participating in the work of the grant

Additional Responsibilities

- Identify opportunities for synergy between IDHS contracts
 - Sometimes contracts are working to support similar initiatives. We need to have the ability to recognize these similarities and work to collaborate when possible.
- Build collaborative relationships with IDHS Administrators and site managers across the state of Illinois.
 - We work with multiple DHS administrators who oversee the contracts we support. We need to have the willingness and ability to connect with them to effectively communicate what sites need.
- Ability to think critically and creatively navigate challenges that arise during meetings.
- Other duties as assigned.

Required Education, Skills, and Experience

- Education: Minimum High School Diploma
- **Decision-making:** The Program Coordinator must make independent decisions daily, addressing the best way to handle specific tasks. The person in this role must be a self-starter who is able to work independently, with the support of their manager.
- **Communication and collaboration:** Program Coordinator must be able to collaborate with other administrators and support personnel, management, and clients on a regular basis.
- **Organizational skills:** The person in this role must know how to keep themselves and others organized and how to determine which tasks are the most important in each list. Must have the ability to meet deadlines and balance projects that have differing timelines.
- **Writing:** Program Coordinator must be proficient in various writing styles and able to adjust their writing style for various audiences.
- **General interest in systems related to housing and homelessness or in learning more about those systems**
- Candidates should be able to type between 45 and 60 words per minute.



Salary Range: \$50,000 - \$52,000

Location: This position is located at ICOY's Chicago office located in the loop. This is a hybrid position, and you are required to work twice a week at your assigned worksite.

Application Instructions: Please submit a resume and cover letter to Denail Timms, Director of Operations at dtimms@icoyouth.org

Start Date: Late October

Job Type: Full-time

ICOY Benefits

- **At least one fully covered medical plan for full-time individuals.**
- **Tuition reimbursement**
- **Hybrid Work Environment**
- **Parental leave**
- **403-B Retirement plan which includes a matching contribution of up to 3% of income.**
- **12 Paid Holidays and a discretionary winter shutdown between Christmas and New Year's Day**
- **4-week paid sabbatical after 6 years of employment**
- **Discretionary Summer Hours**

ICOY is an equal opportunity employer and does not discriminate on the basis of sexual orientation, gender identity or expression, race, color, religion, national origin, sex, age, marital status, disability, personal appearance, family responsibility, political affiliation or any other status protected by applicable law. Women, transgender people, veterans and people of color are encouraged to apply.