



Position: Neighborhood Council Coordinator

Location: Chicago Chapter

Mikva Challenge is a nonpartisan, nonprofit organization whose mission is to develop community leaders and engaged, informed, active citizens. We are a dynamic youth empowerment agency that provides high school students with unique civic learning opportunities and hands-on experiences in political campaigns, public policy advocacy, government internships, and youth activism programs. Named for Chicago leaders Abner and Zoe Mikva, we have grown quickly in our 19 years and we now serve 15,000 students annually in Chicago, Southern California, and Washington, D.C.

The Neighborhood Council Coordinator will be responsible for leading Neighborhood Councils in two Chicago communities. The NLI program is an out-of-school time program that will train youth in leadership and activism and prepare them to take action on community issues and serve as a council to address community issues.

The ideal candidate will have experience as a youth worker, as well as governmental or advocacy experience. He/she should be highly organized and motivated to empower young adults. Solid knowledge of Chicago schools, government, and youth is a major asset, or a willingness to become an expert in these areas. Excellent research skills, and oral and written communication skills are required, along with high energy and a willingness to be flexible and creative. Ability to engage with diverse stakeholders with a range of perspectives, as well as manage and cultivate stakeholders, is a must.

A strong belief in the potential of youth, as well as a commitment to youth power and voice is key. Enthusiasm, energy, flexibility, and the ability to work independently as well as on a team are also important qualities.

Under the supervision of the NLI Senior Program Director, the Neighborhood Council Coordinator will:

- Assist in the creation and design of the Neighborhood Councils
 - Neighborhood Councils will run year long, during the school year and with more intense scheduling for 7 weeks over the summer
- Become informed about and engaged in the community/neighborhood that the council exists in
- Coordinator will write and design lesson plans and curricula
- Coordinator will recruit 9th and 10th grade academically struggling students from area high schools and build relationships with them
- Coordinator will facilitate council sessions and will lead students through team building, identity development, leadership development, intensive research, and product design or policy recommendations presented to a determined decision maker
 - Must be highly organized in managing regular communication with youth to collect, track and file youth development and other paperwork.
 - Support and mentor council members throughout the year as youth become informed about/engaged in social topics, strengthen their personal, interpersonal and leadership skills, and to analyze and take action to address the root causes of violence in the communities of Gage Park, North Lawndale, South Lawndale and New City

- Maintain attendance for all council members
- Maintain case notes for each member describing interactions and leadership development
- Coordinator will build strong, positive relationships with local schools, non-profits and community stakeholders in each community
- Coordinator will lead a thorough evaluation of his/her project and be engaged in strategic planning for program
 - Work with internal or external evaluators to help evaluate the successes and difficulties of the program
- Help youth design effective surveys, analyze survey results, and use the research in powerful ways to further youth interests and goals.
- Supporting development, communications, and evaluation work as necessary
- Help promote Mikva Challenge programs to the media and external stakeholders
- Help promote youth voice and youth decision making in Chicago
- Perform other duties as directed that include support of other programs and organizational priorities
- Attend weekly Mikva staff meetings & team check-in meetings
- Assist other programs and departments as needed with campaign trips, special events, including organizational fundraisers

Requirements

- 2+ years experience in youth programming, youth organizing or teaching
- Must be willing to work within identified communities and in partnership with local CBOs
- Must be able to pass the Chicago Public Schools background screening
- Experienced user of Microsoft Office products (Excel, Word, Power Point)
- Valid Driver's License
- High School Degree or GED required, Bachelor's degree preferred
- Car is recommended, but not required

Candidates should be prepared to offer three professional references. Candidates will be required to complete a background check. This is a full-time position and it includes a competitive salary and generous benefits package. Review of applications will begin immediately. No phone calls will be accepted!

At Mikva Challenge, we celebrate difference and are committed to providing equitable opportunities, addressing the effects of power and privilege. Mikva Challenge is proud to be an equal employment opportunity workplace. We are committed to equal employment opportunity regardless of race, color, ancestry, gender, gender identity, national origin, religion, sexual orientation, age, citizenship, marital status, disability, or veteran status. We want to empower people to change lives!

Please send a resume and cover letter to: jobs@mikvachallenge.org

In the subject line please write: **Neighborhood Council Coordinator**