



**Position Title: Neighborhood Leadership Initiative (NLI) Program Coordinator**

**Location: Mikva Challenge Illinois Chapter - Chicago, IL**

**Reports to: NLI Senior Program Director**

Mikva Challenge is a national nonpartisan, nonprofit organization whose mission is to develop youth to be informed, empowered, and active citizens and community leaders who will promote and just and equitable society. Mikva Challenge has chapters in California, Washington, DC and Chicago. We engage youth in action civics, an authentic and transformative learning process built on youth voice and expertise. We are a dynamic youth empowerment agency that provides adolescents with unique civic learning opportunities and “hands-on” experiences in political campaigns, public policy advocacy, government internships, and youth activism programs. Our approaches include direct youth work, teacher support, and liaising with civic leaders and institutions. A strong belief in the potential of youth and a commitment to youth power and voice are key. Enthusiasm, energy, flexibility, and the ability to work independently as well as on a team are also important qualities for the right candidate.

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 some experience as a youth worker. They should be highly organized and motivated to empower young adults. 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. *This is a Level 1 position on Mikva’s org chart. The salary band for this position is \$35k-\$41k.*

**Specific Responsibilities Include:**

- Facilitate 1 neighborhood council and assist/provide support on 1 council
  - Neighborhood Councils run year long, during the school year and with more intense scheduling for 6 weeks over the summer
- Recruit 9<sup>th</sup> and 10<sup>th</sup> grade academically struggling students from area high schools and build relationships with them
- Facilitate council sessions with 20-25 youth, 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
- Become informed about and engaged in the community/neighborhood that the council exists in

- Write and design lesson plans and curricula
- Must be highly organized in managing regular communication with youth to collect, track and file documentation other paperwork.
  - Maintain attendance for all council members
  - Maintain case notes for each member describing interactions and leadership development
  - Regular data entry
- 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
- Build strong, positive relationships with local schools, non-profits and community stakeholders in each community
- 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 external stakeholders
- Help promote youth voice and youth decision making in Chicago
- Attend weekly Mikva staff meetings & team check-in meetings
- Assist other programs and departments as needed with campaign trips, special events, including organizational fundraisers
- Perform other duties as directed that include support of other programs and organizational priorities

#### **Required Qualifications :**

- 2+ years experience in youth programming, youth organizing or teaching
- Must be willing to work within identified communities and in partnership with local CBOs
- Experienced user of Microsoft Office products (Excel, Word, Power Point)
- High School Degree or GED required, Bachelor's degree preferred

#### **Skills:**

- Willingness to learn and a growth mindset
- Research skills and the ability to independently research a topic/issue
- Group facilitation - 20-25 youth
- Some knowledge of Chicago Public Schools' structure
- Some knowledge of Positive Youth Development strategies and values

#### **Required Competencies:**

Must be able to demonstrate the following competencies -

- Demonstrating and inspiring cooperation, collaboration, reliability, and professionalism
- Working effectively in changing situations and with diverse groups and issues
- Inspiring individual and organizational excellence
- Establishing and maintaining professional contacts to build, enhance, and connect networks to Mikva Challenge

#### **Application Instructions:**

This is a full-time position and it includes a competitive salary and generous benefits package.

Candidates should be prepared to offer three professional references upon request. **Candidates will be required to complete a fingerprinted background check in order to work in Chicago Public**

**Schools and with youth, prior to hire.** Review of applications will begin immediately. Email your resume and cover letter to: [jobs@mikvachallenge.org](mailto:jobs@mikvachallenge.org) Put NLI COORDINATOR in the subject line.  
**No phone calls will be accepted!**

**Equity Statement:**

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, sexual orientation, age, citizenship, marital status, disability, veteran status, or any other factor covered by federal, state, or local statutes. We want to create an empowering space to change lives!