

COMMUNITY ORGANIZING AND FAMILY ISSUES (COFI) JOB ANNOUNCEMENT: PROGRAM ADMINISTRATOR

COFI seeks a Program Administrator to provide program support in wide range of areas of COFI's program work. COFI's mission is to strengthen the power and voice of low-income and working families at all levels of civic life – from local institutions and communities to the city and state policy arenas. COFI accomplishes its mission through a unique women-centered model of leadership development and community organizing called *Family Focused Organizing*, which emphasizes the interconnection between personal struggles and broader community issues and builds capacity for leaders to address these issues at both a personal level and through public action.

COFI has 3 program areas: 1) local parent leadership and community-building projects; 2) citywide parent leadership and policy advocacy; and 3) the Institute for Family Focused Organizing. The program administrator will be involved in all three areas with a particular focus on grants and contract administration, event and training coordination, communications and marketing, and program management.

PROGRAM ADMINISTRATOR RESPONSIBILITIES:

- Grants and contract management – tracking grant and contract reporting requirements, proposal writing, development research, and securing and coordinating reports to funding sources and agencies.
- Event and training coordination – meeting planning and logistics, marketing and registration for training and fundraising events.
- Communications and publications – updating website, email marketing, and other publication logistics and planning.
- Project management – oversee staff and activities on some COFI projects.
- Assist the Executive Director in various management functions, as required.
- Some exposure to COFI organizing campaigns, including research, logistical support for organizing campaigns, trainings and organizational activities.

REQUIREMENTS AND QUALIFICATIONS:

- Bachelor's degree or equivalent experience.
- Minimum 2 years of experience working with nonprofits in low-income communities of color in the areas of resource development, administration, communications, and/or staff supervision.
- Must have strong organizational and computer skills, and excellent written and verbal communications skills.
- Qualified candidates will also be hard working, motivated, committed to social justice, quick learners, team players, detail-oriented, able to multi-task, and flexible.
- Knowledge, understanding of and commitment to the empowerment of low-income families (particularly women) and experience working with diverse communities.
- Spanish /English bilingual is desirable but not required.

OTHER:

- Salary is commensurate with experience; excellent benefits package.
- Will consider part-time applicants.
- Women and people of color are strongly encouraged to apply.

Interested applicants please email cover letter, resume and completed COFI application form to applications@cofionline.org; or mail to Ellen Schumer, COFI, 954 W. Washington, Box 42, Chicago, Illinois 60607; or fax to 312/226-5144. No phone calls please. Application form and more information about COFI are available at www.COFIonline.org.