

**COMMUNITY ORGANIZING AND FAMILY ISSUES (COFI)  
JOB ANNOUNCEMENT: PARENT OUTREACH TEAM LEADERS  
HEAD START AMBASSADORS PROGRAM**

COFI seeks applicants interested in an 8-month position (May through December 2009) coordinating teams of parent outreach workers who will work in Chicago's low-income African-American and Latino communities to 1) build public awareness about Head Start and the importance of early learning and 2) increase enrollment in Head Start programs in Chicago.

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. Currently, COFI's citywide parent leader organization (POWER-PAC – Parents Organized to Win, Educate and Renew – Policy Action Council) is working on an *Early Learning Campaign* to eliminate barriers to access to quality preschool for low-income parents. In response to this campaign, the City of Chicago has agreed to support COFI and POWER-PAC parent leaders in conducting an 8-month community outreach project around Head Start enrollment.

**PARENT OUTREACH TEAM LEADER RESPONSIBILITIES:**

The Team Leaders' responsibilities will include:

- Working on a day-to-day basis with small teams of low-income mothers and grandmothers who are POWER-PAC members to provide public awareness materials and Head Start information to families throughout Chicago at community meetings, events, festivals, parades, and door-to-door.
- Identifying human and health service delivery locations (WIC offices, health clinics, senior centers, etc.), and coordinating the setting up and staffing of tables at these locations to provide Head Start information and sign up interested families.
- Attending training in COFI's *Family Focused Organizing* model focused on the skills and tools of community outreach and community organizing.
- Providing leadership development, support and mentorship to low-income POWER-PAC leaders.
- Some exposure to COFI organizing campaigns, and providing assistance with research, campaign coordination, administrative tasks, trainings and organizational activities, as needed.

**REQUIREMENTS AND QUALIFICATIONS:**

- Minimum 1 year of experience working with nonprofits in low-income communities of color.
- Strong organizational skills required; must be able to juggle and organize multiple tasks.
- Must be computer literate with excellent written and verbal communications skills.
- Must be a team player and very flexible.
- Knowledge, understanding of and commitment to the empowerment of low-income families (particularly women) and experience working with diverse communities.
- Spanish /English bilingual desirable.

**OTHER:**

- Salary is commensurate with experience; excellent benefits package.
- Car and valid drivers' license are required; and must be available to work nights/weekends.
- Women and people of color are strongly encouraged to apply.

Application deadline is April 30, 2009. Interested applicants please email cover letter, resume and completed COFI application form to [applications@cofionline.org](mailto: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 is available at [www.cofionline.org](http://www.cofionline.org).