



## **Job Announcement: CoRise Illinois Program Coordinator**

CoRise Illinois is a child care provider-centered family child care network that will elevate the family child care industry. It is a one-year pilot project designed to ease providers' administrative load and create access to new forms of revenue for greater financial security. CoRise Illinois will use the cooperative model to center providers in the decision-making process and ensure responsiveness to their needs.

CoRise Illinois is being developed by SEIU Healthcare IL/IN, the Helen Miller Member Education and Training Center, and ICA Group.

### **Job Purpose:**

Advocate for providers and be a champion for the vision of CoRise. In addition to being a supportive home visitor who will help providers navigate pilot participation, this person will build provider investment in CoRise as a co-op, build providers' leadership, and grow CoRise's provider-membership.

**Office Location:** Chicago

**Duties and Responsibilities** include but are not limited to:

1. Conduct home visits and speak regularly with provider-members. Provide business coaching, assist with administrative questions, identify and support with other challenges. Be the liaison between providers and the Administrative Coordinator, as needed.
2. Host and coordinate trainings for pilot providers, in conjunction with the Helen Miller Member Education and Training Center.
3. Bring provider participants together to build engagement and sense of ownership in the co-op, glean ideas and build excitement for growing CoRise.
4. Develop a process to involve parents that meets contract requirements
5. With support from the CoRise board of directors, help grow CoRise by:
  - a. Being a spokesperson and advocate for CoRise Illinois with potential funders and partners
  - b. Building CoRise Illinois's provider membership
  - c. Engaging providers in identifying new service offerings
6. Maintain a standard of collegiality and diplomacy, help to foster a team environment, display excellent work ethic and a mature understanding of racial justice and cultural diversity, and operate within accountability standards



### **Scope and Nature of Supervision**

The Program Coordinator must be able to organize their time, make independent decisions that support organizational goals, and develop and carry out plans with minimum supervision. They must also be able to receive direction from the Co-Rise Board and other HCII and ICA supervisory staff. Must be able to work well with other members of the Co-Rise team.

### **Criteria for Evaluation:**

- Strength of Experience
- Strength of written and verbal communication skills
- Knowledge of key program areas
- Well organized with ability to balance conflicting demands successfully
- Ability to demonstrate experience carrying out assigned responsibilities in a competent and professional manner in keeping with the Program's overall goals and expectations

### **Working Conditions:**

The Program Coordinator may be required to work long and irregular hours, and to work on weekends and holidays when necessary to ensure programmatic needs are met.

### **Other Expectations:**

All staff are expected to respect the processes of the organization and encouraged to work within the framework of the organization to resolve internal disputes and issues.

### **Key Qualification Criteria:**

- Strong commitment to social justice and the dignity of workers.
- Ability to work in a multicultural and diverse work environment.
- Ability to work independently, think creatively, manage own time, and take initiative
- Minimum one year in a non-profit, labor, or child care provider setting
- Sound organizational skills to manage and prioritize work subject to deadlines in a dynamic and changing environment, as an individual and as a member of a team.
- Experience working on data entry, data base programs and spreadsheets especially Microsoft Office Suite including Outlook, Word, Excel, Access; Unionware and Internet services and ability to learn new software.
- Ability to adapt and learn new skills.
- Knowledge of the Illinois CCAP Program, the IL DCFS, and other applicable state or local programs under which SEIU HCIIMK members are organized.

### **Additional Information:**

- Professional training opportunities.
- Strong understanding of the specific training program is desirable
- Bilingual English/Spanish is a plus.
- Must hold a valid driver's license and have access to an automobile.

### **Salary and Benefits:**

Salary/compensation is competitive and commensurate with experience. Benefits included.

**To apply, please submit a resume and cover letter by April 30, 2021.**