

**JOB ANNOUNCEMENT**  
**Part-time ELEV8 Program Coordinator**

The mission of the Greater Auburn-Gresham Development Corporation (GADC) is to foster and promote revitalization of the greater Auburn-Gresham community, which includes Auburn-Gresham, Englewood, and West Chatham.

**Purpose:** As part of its mission, GADC seeks to coordinate and organize educational and community sustainable programs to meet the needs of Integrated Services in Schools-Chicago, known as ELEV8-Chicago. GADC will provide assistance to Perspectives Charter School and surrounding school staff to improve the quality of life functioning of children and their families and to maximize the family well-being and academic functioning of children.

**Background:** Perspectives Charter School is one of five school - community partnerships across Chicago selected to implement the Elev8 program. ELEV8 seeks to transform middle schools through partnerships that:

- Extend the school day with afternoon, weekend and summer programs,
- Create on-site, adolescent-focused health clinics and programming in each school,
- Provide social supports including public benefits screening, mentoring and high school placement help,
- Include local and national advocacy efforts to build supportive policies, and
- Involve parents and communities to accelerate change and support advocacy.

ELEV8-Chicago is a new program led by the Local Initiatives Support Corporation (LISC) with funding from The Atlantic Philanthropies as part of a national demonstration to support comprehensive middle school reform.

**Position:** GADC seeks to hire a (Part-time) skilled professional who will be responsible for assisting with the coordination and implementation of ELEV8. The PT ELEV8 Program Coordinator will interact with school, health, social service, and other program partners to help coordinate and facilitate the implementation of all aspects of the ELEV8 program. The ELEV8 Program Coordinator will also assist in participating in city-wide and national meetings in order to coordinate local efforts with other endeavors related to the overall demonstration project.

**Accountability:** This position reports directly to GADC's Director of Education, but is also accountable to the school partner and LISC to meet the overall program goals.

**Key Responsibilities:**

- Assist in the Implementation the local ELEV8 transformation plan and manage the local ELEV8 program through the integration of programs and services into the middle school environment.

- Participate in data collection activities and evaluations of the program.
- Build and maintain key relationships with local ELEV8 partners including the school, health care provider, Center for Working Families, and other social service providers.
- Help to administer work plans and the start-up of multiple programs targeted to students and parents at the school site.
- Identify and implement opportunities for new programs and collaborations within the local ELEV8 effort.
- Develop local ELEV8 communication and outreach strategy as needed to support program implementation.
- Prepare written reports on local ELEV8 activities documenting the impact of the program's effectiveness.
- Work with consultants and other nonprofit organizations on program implementation.
- Collaborate with other organizations and staff engaged in ELEV8 citywide, including on advocacy efforts and peer networks.

**Qualifications:** A bachelor's degree is required; an advanced degree in a community development or education related field is preferred. At least 5 years experience working in a community-based organization or school setting. A proven track record in implementing programs in community organizations, social service agencies, or schools. Strong project management skills. Computer and data entry skills are a must! Excellent writing and oral presentation skills. Must be willing to work flexible hours, including some evenings and weekends. Candidate must have strong track record in using data to inform programming efforts.

*Competitive salary and benefits.*