Community Organizing and Family Issues
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BILINGUAL ADMINISTRATIVE AND DATA ASSOCIATE
Organizing Department

Overview

Join us in building a grassroots movement of parent leaders – particularly parents from Black, Brown, and immigrant communities across Illinois – working for economic, racial, and social justice for families. Community Organizing and Family Issues (COFI) builds the leadership, power, and voice of parents in historically marginalized communities to fight for equity on behalf of their children and families. COFI is looking for a **Bilingual Administrative and Data Associate** to support our organizing department and support with other administrative duties within the organization as assigned. Candidates will be considered who have at least 1 year of experience performing administrative, database, research or program support.

Who We Are

Community Organizing and Family Issues (COFI) is a center for ***The COFI Way***, a family-focused parent leadership development, community building, and organizing model. We emphasize relationship-building the interconnection between personal struggles and broader community issues and build capacity for parent leaders to address these issues through collective action. COFI's mission is to advance racial and gender equity in education, economic, and social outcomes by increasing the power of families of color, especially families experiencing economic disadvantage. Through systematic leadership development parents and community members develop skills, confidence, and the organized power to shape public decisions and win improvements at the city, state and federal levels that directly affect their lives and the lives of their children and families.

What You Will Do

The Administrative and Data Associate will perform tasks that support operations for COFI's Organizing Department. This role includes support for meeting logistics across Illinois, data management, creating bilingual (Spanish and English) flyers and other materials, some member outreach, and various clerical tasks. Specific responsibilities:

- Coordinate logistics for COFI organizing virtual, hybrid and in-person meetings/trainings/events including tech support, travel arrangements, securing venues, ordering supplies/refreshments, lining up childcare, making copies, organizing supplies, translation and creating some written materials. Lead the logistical coordination of major events that engage 120+ people, including an annual statewide celebrations and an annual Springfield advocacy day.
- Data entry for tracking participants' data in COFI's database. Maintaining updated records of member contact information, running data reports, tracking lobbying expenses and management of other electronic and paper filing and record keeping.
- Occasional turnout calls to parent leaders regarding trainings, meetings and actions.
- Coordinate and communicate Calendar of Events.

- Maintain inventory of Organizing Department program supplies and place supply orders, as needed.
- Processing payments and expense reimbursements for Organizing Department activities.
- Support for general office administrative pieces as needed.
- Occasional travel around state regions and occasional Saturday, early morning and evening work as required by the program year.
- Respond to emails and communications in a timely fashion.
- Other duties as assigned, including answering phones and emails, as requested.

Who You Are – Required Qualifications

- High School diploma, Associate Degree or higher preferred.
- Minimum of one year of experience performing administrative, data, research or program support.
- Fluent bilingual (Spanish and English) verbal and written abilities required.
- Excellent organizational skills; team player; ability to multi-task, detail-oriented and flexible to manage broad range of responsibilities.
- Strong written and verbal communication skills.
- Excellent computer skills, including proficiency with Microsoft Office Suite, databases, Google Suite, Zoom and Canva.
- Knowledge, understanding of and demonstrated commitment to the empowerment of low-income families. Experience working in diverse settings.
- Strong relational skills; ability to build friendly, welcoming rapport with multiple diverse stakeholders.
- Ability to lift up to 25 lbs, to bend, squat, reach above head, and walk/stand for 2+ hours at a time.

Other Skills - Preferred

- Experience coordinating large events, including securing venues and vendors, managing invoicing and payments, creating invitations, and managing day-of logistics with patience and level-headed-ness.
- Experience making flyers and other designs on Canva or similar design platforms.

What Else You Should Know

If hired, you will join a team of dedicated organizing staff working across Illinois. You will be supervised by COFI's Senior Organizing staff. This role is largely in-person 4 days a week from our Chicago Office. Women and applicants of color are strongly encouraged to apply. COFI is an equal opportunity employer. More information about COFI is available at www.cofionline.org

Salary and Benefits

The starting salary range for an Administrative and Data Associate is between $48,000 and $55,000. Generous family friendly benefits include health, disability, life, 403(b) with employer match, paid time off, flex benefit, flexible scheduling, paid sabbatical after 10 years, and optional vision and dental. Out-of-pocket expenses and car mileage are reimbursed by COFI.

How to Apply

Please submit a resume, cover letter and COFI Employment Application to applications@cofionline.org. The application can be downloaded from our Jobs Page https://cofionline.org/about-cofi/jobs/

Application Deadline

October 31, 2026.