



Job Announcement: Program and Administrative Associate, Programs Department

Overview

Join us in building a grassroots movement of parent leaders working for economic, racial, and social justice for families. Community Organizing and Family Issues (COFI) builds the leadership, power, and voice of low-income parents to fight for equity on behalf of their children and families. COFI is looking for an outgoing, well-organized team player to work with the Programs Department, supporting work in Communications, Resource Development, and the COFI Center for Action and Learning – COFI’s training arm. COFI works with parent leaders (mostly mothers and grandmothers) in Black and Brown communities across Illinois on leadership development, local organizing campaigns, and larger public policy initiatives aimed at making policy and systems more equitable and responsive to the needs of all families. This position will support data collection, logistics and administrative tasks in the areas of communications, development, and training. It is based in the Chicago office.

Who We Are

COFI is an organizing center that elevates the voices of parents living in challenged communities of color through:

- **Local Organizing:** COFI trains and organizes neighborhood and school-based parent teams to take action on issues they identify as important to improving life outcomes for children.
- **Policy and Systems Change Organizing:** COFI unites parent leaders across neighborhoods, race, and ethnicity to impact policy changes of priority benefit to children and families.
- **Sharing the Learning:** Through the COFI Center for Action and Learning, COFI provides training and resources to parent-led organizations around the country.

COFI’s innovative model of leadership development and community organizing, [The COFI Way](#), emphasizes the interconnection between personal struggles and broader community issues and builds capacity for parent leaders to address these issues through collective action. Through COFI’s intensive and systematic leadership development and organizing process, parents develop skills, confidence, and the organized power to win improvements in schools, communities, and public policies.

What You’ll Do

The Program and Administrative Associate, Program Department’s primary function is to provide administrative and program support to the work in three program areas at COFI: communications, resource development, and the COFI Center training program. This role includes data tracking and reporting, upkeep of the grant deadline tickler, communications support, and training and presentation event logistics. The responsibilities are summarized below.

Communications Support

- Organize and help maintain communication projects and assets, including photo libraries and press clippings.
- Assist with uploading content to website, occasional social media posting and internal staff e-newsletter.
- Support getting written translation of documents, including in-house and contracted services.
- Maintain COFI email list (Constant Contact) and database with contact information for eblasts.

Development Support

- Support the submission of foundation reports and proposals, donation thank you letters, and other paperwork related to the grant processes.
- Maintain the grant tickler and provide a weekly report on upcoming grant deadlines and calendar.
- Maintain organized files of foundation and donor documents, including contact lists, donor database (Little Green Light), and emails for foundation contacts and donors.
- Support outcomes tracking for reports to funders and other purposes.
- Support individual, corporate, and grassroots fundraising, including logistics for events, appeal mailings, etc.

COFI Center Training Support

- Coordinate logistics for in-person training and events in Chicago and onsite across the country, including registration, travel arrangements, reimbursements, day-of logistics, handouts, etc.
- Back-end tech support and coordination for all virtual trainings and events, including managing online registration.
- Coordinate scheduling, reminders, meeting materials, and notes for trainings and meetings with external trainees and partners.
- Liaise with administrative department around financial transactions for the COFI Center, such as contracts, honoraria, and reimbursements.

Who You Are

Candidates who will be successful in this job will have:

- Bachelor's Degree or equivalent.
- Minimum of one year of experience performing administrative or program support.
- Excellent organizational skills; team player; ability to multi-task, detail-oriented, and flexible to manage broad range of responsibilities.
- Excellent written and verbal communication skills.
- Proficient computer skills with Microsoft Office Suite, Zoom, and Google Suite; experience with database management preferred; familiarity with Little Green Light is a plus; able to troubleshoot technical and computer issues.

Other qualifications include:

- Knowledge, understanding of and commitment to racial, economic, and gender equity.
- Strong interpersonal skills and the ability to relate easily with a wide range of people.
- Fluent bilingual (Spanish and English) verbal and written abilities are a plus but not required.
- Creativity, flexibility, and good problem-solving skills.
- Ability to lift up to 25 lbs, bend, squat, and reach above head.

What Else You Should Know

If hired, you will join a team of dedicated staff working across Illinois. The position will be supervised by the Administrative Manager.

Women applicants 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

Starting salaries for Program and Administrative Associate positions range from \$45,000 to \$52,000 (depending upon experience).

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/> or completed [here](#).

Applications may also be submitted by mail to Applications, COFI, 2245 South Michigan, Suite 200, Chicago, Illinois 60616, or by fax to 312/226-5144.

Application Deadline

The priority deadline is June 15, but we will be accepting applications on a rolling basis until the position is filled.