

## **DESCRIPTION**

The **Family Connections Program Coordinator** will work with a Co-Coordinator and with the Academic Director to run afternoon learning program for 12-15 youth in grades 1-6. Additionally, the Coordinator will work with neighborhood families to create a community of support and to recruit families who are interested in establishing a cooperative neighborhood school. The position will be 25 hours/week, 1-6 PM with flexibility on Tuesdays and Thursdays.

### **Job duties include:**

- Create engaging activities for the youth in Family Connections that inspire cooperative and inquiry-based learning, Monday, Wednesday and Friday afternoons. (Mondays and Wednesday an hour in length, Friday for 2 hours in length)
- Facilitate social-emotional learning among the youth in Family Connections by building in learning opportunities during program time and by modeling positive social-emotional tools and strategies.
- Build relationships with and recruit families with young children to be stakeholders in the new school initiative for the fall of 2019.
- Plan and facilitate weekly activities for families with young children based on the interests and needs of the community. This will involve identifying and recruiting guest speakers and planning field trips.
- Meet regularly with the families involved in Family Connections to build community and to offer support for the concerns and interests that they identify.
- Assist in maintaining DCFS, City of Chicago and Chicago Food Depository paper work and requirements to remain in compliance with these entities.
- Supervise and guide youth in programming M, W and F from school pick-up time until parent pick-up time. Facilitate snack time, recreation and group activities and the transitions between each segment of the afternoon.
- Contribute to and engage with the Staff Team at Family Matters as we work on the goals for accomplishing the mission to which the organization is dedicated.

### **About Family Matters**

Family Matters partners with youth and families in northeast Chicago to address and overcome structural racism and systemic oppression to build an equitable society. Our vision is to facilitate personal and collective justice utilizing the Principles of

Leadership—developing strong relationships, meaningful communication, and safe environments—for courageous social change.

Since 1987, Family Matters, located in Chicago’s North of Howard neighborhood, has offered children and families unique personal development experiences that inspire them to find their place in the world and to be a force for positive change. Utilizing our Principles of Leadership (embracing positive thinking and language; utilizing peaceful conflict resolution; and illuminating the power of responsible decision-making), we partner with families to design experiential learning programs tailored to their specific needs and interests. Programs range in scope from tutoring and after-school activities for children and teens to broader initiatives such as social/emotional learning, fitness and health, postsecondary readiness, and community engagement. These Principles operate within all of Family Matters’ programs and efforts to support individual and community enrichment - foundations upon which demonstrations of inspired personal and collective achievement can unfold.

To many, Family Matters has become a second home – a safe, welcoming place where families, volunteers, Board members, staff team members and community residents can explore a world of possibilities.

Family Matters is an exceptionally positive and supportive work environment.

**Experience**

- A minimum of 3 years experience working with school-age youth.
- Experience or training in working with youth who have experienced trauma.
- Experience facilitating small groups in meetings, trainings and workshops, both for youth and adults.
- Experience designing and implementing curriculum for school-age youth.

**LEVEL OF LANGUAGE PROFICIENCY**

Conversational Spanish a plus

**JOB TYPE**

Part-Time

**SALARY**

Minimum: \$23,000

Maximum: \$25,000

**PUBLISHED**

08/15/2018

**START DATE**

09/24/2018

**APPLICATION DEADLINE**

09/17/2018

**ADDRESS**

[7731 N. Marshfield Ave.](#)

Chicago, IL 60626

**PROFESSIONAL LEVEL**

Professional

**MINIMUM EDUCATION REQUIRED**

4-year degree

**HOW TO APPLY**

Send cover letter and resume via email or mail to:

[devon@familymatterschicago.org](mailto:devon@familymatterschicago.org)

Family Matters

c/o Devon Lovell

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