



Community Advocate and Co-Creator

Classification: Exempt

Department: Capacity Building Partnerships

Reports to: Capacity Building Partnerships Lead

BECOME is an innovative movement building organization that boldly facilitates authentic grassroots community leadership and co-creates strategies and solutions to help communities actualize their collective liberation. Led by the values of truth, actualization, transcendence, love, and unity, BECOME partners with residents and institutions to develop the collective skills necessary to actualize what their lives and potential could be.

Summary

With a commitment to the vision of BECOME, the Community Advocate and Co-Creator will be responsible for organizing, coordinating, planning and designing proposals and projects for and with BECOME's nonprofit partners, applying Culturally Responsive Practices and ensuring the values of BECOME are infused throughout proposals, projects, and community engagement processes. The team member will lead and engage in program evaluation, strategic planning, facilitation, and community engagement, in addition to other organization strategies with partner organizations and foundations as well community residents.

Duties/Responsibilities:

- Lead the daily workflow related to the team member's projects and their development and ensure that they are completed on time to specifications, and in line with the organization's mission and values.
- Leads and coordinates the operation of teams to confirm that assigned projects are completed according to specifications, budgets, timelines, and with accuracy and efficiency.
- Develops project budgets and scope of work.
- Takes proactive steps to minimize delays in delivery.
- Ensures that partners are regularly informed on the status of the program.
- Regularly communicates with the Capacity Building Partnerships Lead or designee regarding the project's status and any problems or potential problems.
- Addresses questions, concerns, and/or grievances throughout the project.
- Contributes to creating a positive and affirming organizational culture.

- Collaborates on work and assignments with other team members based on expertise, work experience, and time constraints.
- Maintains compliance with applicable laws, regulations, policies, and best practices.
- Contributes to collective leadership responsibilities by responding to and acting on emergent project or organizational needs.

Required Skills and Abilities:

- Ability to communicate complex issues/topics clearly in written and oral communication to a variety of audiences.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong facilitation skills (in-person and virtual).
- Ability to think strategically when it comes to projects and the organization as a whole.
- Ability to be self-directed and self-motivate, adhering to all required deadlines.
- Ability to function well, independently or as part of a team, in a high-paced environment.
- Comfortable working independently or as part of a team under conditions of fluctuating workloads and competing requirements.
- Ability to set priorities, work efficiently, and work on multiple projects simultaneously.
- Strong analytical and problem-solving skills.
- Ability to make decisions and follow through on assignments when provided with limited information.

Required Knowledge and Experience:

- Qualitative and quantitative data collection and analysis.
- Working knowledge of how to use statistical analysis software (e.g., SPSS, SAS and or equivalent analytical software).
 - Preferred: Working knowledge of statistical theory and hypothesis testing, quantitative analysis methods, and data management techniques.
- Experience working in and with communities of color, low-income communities, and/or marginalized communities.
- Demonstrated commitment to promoting social justice and being an agent of social change.
- Preferred: Proven experience with research design and program evaluation.
- Preferred: Proven experience with organizational strategic planning.
- Preferred: Knowledge of various Chicago community areas/neighborhoods.

Education and Experience:

- Master's degree or higher in Evaluation, Psychology, Social Work/Human Services or related field of study required.

- At least three years of related experience required.

Physical Requirements:

- Prolonged periods of sitting working on a computer.
- Must be able to lift up to 15 pounds at times.

Salary range: \$70,000-80,000, depending on experience. Includes a generous benefits package.

Persons of color and bilingual candidates are strongly encouraged to apply.

Individuals who live in Chicago or that are willing to move to Chicago for this position are preferred.

Please email your cover letter and curriculum vitae to info@becomecenter.org by 3/15/2022 or call 312-278-1049 ext. 702 with any questions.

Chicago, IL

Email / info@becomecenter.org

Phone / **312-278-1049**

Website / www.becomecenter.org