



Community Transformation Coordinator

Classification: Exempt

Department: Community Transformation

Reports to: CEO, Project 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

The Community Transformation Coordinator (CTC) serves as a project coordinator, community recruiter, and one of the Community Interest Group Interviewers and Facilitators for the Culturally Responsive Community Transformation (CRCT) model developed by BECOME. CRCT is an innovative model designed to bring residents together to identify their collective goals for social transformation within the boundaries of their neighborhood and collaboratively create pathways to turn their community insight into action. The implementation of a Culturally Responsive Community Transformation Hub will serve to build community capacity and neighborhood transformation with community-driven strategic planning, facilitation, and systems building. The CTC will play an integral role in the development and sustainability of the Community Transformation Hub and CRCT model by organizing community engagement, conducting outreach and recruiting community members for interviews and focus groups, facilitating listening sessions, including interviews and focus groups with community members, and supporting data collection and analysis activities. This work will take place in the Auburn Gresham neighborhood of Chicago, IL and is a part-time position with an estimated 20-25 hours per week.

Duties/Responsibilities:

- Conducts interviews with the neighborhood's residents, leaders, and institutions.
- Facilitates focus groups amongst community members to discuss their experiences and their community's strengths and dreams.
- Recruits individuals for interviews and focus groups.
- Assists with adequate data storage activities and data analyzation strategies.
- Assists the Project Leader to plan and coordinate CRCT-related activities.
- Maintains cultural awareness of all relevant community activities and events.
- Develops and fosters relationships with the neighborhood's residents, leaders, and institutions to promote a shared recognition and understanding of the community's experience.
- Plans and maintains a weekly interview and focus group schedule according to the project timeline.
- Inputs detailed community member and stakeholder information, including all contacts and activities, in BECOME's CRM database on a regular basis.
- Ensures proper handling of electronic and print media activities; assisting in the planning, development, and dissemination of a variety of relevant information for the project and its

materials to facilitate clear communication to residents and community members in a timely manner.

- Prepares all required reports and paperwork.
- Contributes to collective co-creation responsibilities by responding to and acting on emergent project needs.
- Maintains compliance with applicable laws, regulations, policies, and best practices.

Required Knowledge, Skills and Abilities:

- Interpersonal skills
- Communication skills to include listening, speaking, observing, and empathizing
- Organization skills to include time management, planning, scheduling, collaboration, prioritization, and resource allocation
- Excellent written and oral communication skills
- Interviewing skills (preferred)
- Group Facilitation skills (preferred)
- Data collection, storage, and analyzation skills (preferred)
- Ability to establish and maintain positive working relationships with community stakeholders and community members.
- Ability to assist in the preparation of a variety of presentations, project updates (print and online) and reports summarizing project activities.
- Community outreach and community organizing techniques
- Comfortable working independently or as part of a team under conditions of fluctuating workloads and competing requirements
- Project management
- Event coordination
- Ability to participate in a variety of scheduled meetings, events, professional organizations, committees, and other related groups

Experience and Education Requirements:

- Bachelor's Degree in a field of study (preferred but not required)
- 1-2 years' experience in Auburn Gresham or the Greater Auburn Gresham neighborhood area
- Valid Driver's License or State ID

Physical Demands / Work Environment:

Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, driving, grasping, feeling, talking, hearing, seeing and repetitive motions.

Pay range: \$30-35,000 for 20-25 hours per week, depending on experience.

Please email your cover letter and resume to info@becomecenter.org by March 15, 2022 or call 312-278-1049 ex 702 with any questions.

Chicago, IL

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