



JOB DESCRIPTION – COMMUNITY ENGAGEMENT COORDINATOR

EverThrive Illinois works to achieve reproductive justice in the healthcare ecosystem through community-driven partnership, policy action, and systems change. We envision a just and affirming healthcare ecosystem where individuals, families, and communities can thrive. Our work is rooted in our core values of reproductive justice, anti-racism, centering the most impacted, and bold and transformative action.

The Community Engagement Coordinator provides daily support to EverThrive’s outreach workers, including leadership development, onboarding, and tracking. This person will execute community engagement activities such as supporting events, representing EverThrive IL in coalition meetings, and cultivating relationships related to EverThrive’s priority areas. This position will engage communities to enable and develop relationships, build power, and advance shared priorities. The Community Engagement Coordinator will report to the Community Engagement Manager. Our people are our greatest asset — we seek individuals from diverse backgrounds who are collaborative, committed to health equity, and passionate about our mission.

RESPONSIBILITIES

- Engage communities to cultivate relationships, build power, and advance shared priorities
- With support from Community Engagement Manager, develop outreach partnerships, scripts, execute work plans, and coordinate community events to support outreach goals.
- Oversee contracted outreach workforce for campaigns led by ETI.
- Work with the Manager to plan and execute all community engagement deliverables, adhering to deadlines and quality standards for the department.
- Build and maintain healthy relationships with strategic partners and community-based organizations to advance the goals of EverThrive Illinois
- Provide support executing community education events, including National Infant Immunization Week week, MCH Family Councils and Ambassador meetings, and Family Connects committees and focus groups.
- Collect and track program data, supporting program evaluation efforts as needed by the department or grant requirements.
- Proactively scan the environment for emerging issues and opportunities related to overarching EverThrive IL priorities
- Work with Community Engagement Manager to ensure ongoing communication and collaboration with program, policy, and advocacy teams.
- Other duties as assigned

QUALIFICATIONS

- 2-3 years of relevant work experience in community outreach or education and a bachelor’s degree in a relevant field
- Experience with coordinating and planning meetings
- Experience in tracking and collecting data.
- Excel expertise is highly recommended.
- Ability to work within a multidisciplinary environment with an emphasis on teamwork.

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- Strong written and verbal communication skills, including public speaking
- Ability to conduct some business travel, including throughout Illinois
- Ability to work flexible hours, including weekends and evenings
- Ability to build rapport with individuals and providers and exhibit exceptional listening skills
- Cultural humility

TALENTS AND COMPETENCIES

- Shows initiative and accountability
- Understands the audience when communicating.
- Identifies problems promptly and elevates them to supervisor as necessary.
- Shows curiosity, seeking to develop new skills and asking for help when needed
- Actively applies feedback to improve performance
- Changes approach to best fit the situation
- Treats others with dignity and professionalism

EverThrive Illinois is an equal-opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. **The salary range for this position is \$42,000 - \$46,000 based on experience and qualifications.**

Excellent benefits include comprehensive health and disability insurance, paid parental leave, a 401k retirement plan, a delivered sabbatical after five years of employment, and generous paid time off, including the week off between December 25 and New Year's Day. New employees qualify for insurance benefits the first month after the hire date. We also offer a flexible remote home/office working arrangement.

Please send a resume and cover letter to resume@everthriveil.org. Subject Line: Application for Community Engagement Coordinator. No phone calls, please.