

JOB DESCRIPTION – Birth Equity Coordinator

EverThrive Illinois works to achieve reproductive justice in the health care ecosystem through community-driven partnership, policy action, and systems change. We envision a just and affirming health care 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 Birth Equity Coordinator is responsible for coordinating capacity building activities such as programming, coalitions, trainings, and educational campaigns aimed at achieving birth equity. The Birth Equity Coordinator will report to the Birth Equity Manager.

RESPONSIBILITIES

- Support the design, execution, and evaluation of programming focused on birth equity
- Support data collection and evaluation plans to improve birth equity programming
- Support the ongoing management of birth equity projects, including Family Connects Chicago. Major responsibilities include:
 - Maintaining workgroups that address the greatest prenatal and postpartum needs of target communities and co-facilitate workgroup meetings
 - Leading the meeting logistics, including scheduling, notetaking, and communications with workgroup members
 - Creating a weekly newsletter sharing relevant birth equity resources with workgroup members
 - Conduct outreach to identify new workgroup members and support with onboarding them
- Facilitate public and provider education on birth equity issues by:
 - Planning and hosting trainings that highlight issues affecting pregnant/postpartum people
 - Authoring educational materials, including fact sheets, toolkits, or other resources that address the needs of pregnant/postpartum people
 - Leading the dissemination of birth equity education materials and toolkits, and support evaluation of these activities
- Proactively scan the environment for emerging issues and opportunities related to birth equity and overarching EverThrive IL priorities
- Represent EverThrive IL as a birth equity content expert
- Strengthen and establish new partnerships to advance the goals of EverThrive IL
- Proactively collaborate with community engagement, policy and advocacy, and communications teams
- Contribute to grant reporting and budget tracking as needed
- Other duties as assigned

QUALIFICATIONS

- Bachelor's degree or 2-3 years of relevant experience
- Experience coordinating, planning, and managing meetings
- Experience with developing educational materials, or facilitating trainings/educational events
- Birth equity subject matter expertise
- Experience building and maintaining coalitions
- Proficient computer skills, including familiarity with Microsoft Office and using virtual platforms
- Ability to establish and maintain relationships with key birth equity stakeholders



TALENTS AND COMPETENCIES

- Shows initiative and accountability
- Shows ownership and sound judgement in decision-making, including others in process as appropriate
- Uses effective oral and written communication skills
- Comfortable with public speaking
- Identifies problems promptly and elevates them to supervisor as necessary
- Not discouraged by ambiguity; open to new ideas and processes
- Reacts well under pressure and shows courage to take action
- Manages work plan activities, and communicates changes and progress
- Tailors communication to audience

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 \$50,000 - \$54,000 based on experience and qualifications. This is a grant funded position through December 31, 2025, and continued employment is contingent on the receipt of grant funds.**

Comprehensive health and disability insurance, a retirement plan, and generous paid time off are provided including the week of July Fourth and the business days between Christmas and New Years. We offer a flexible remote home/working environment with some travel required. Residence in Illinois is required. Our office is located in downtown Chicago, with some in-person requirements. [Learn more about our organizational culture and benefits here.](#)

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