



**Position Description: Youth Development Coordinator for the North River Youth Council**

North River Commission (NRC) seeks two part-time Youth Development Coordinators with responsibilities to work with high school students, school administrators, external partners, and other related project staff in the delivery of the Illinois Department of Human Services's Special Appropriations Grant objectives. This work will be carried out through the North River Youth Council (NRYC), a civic engagement and youth leadership-based program for high school students on the northwest side of Chicago. This is a 1099 contract position with an end date of June 30, 2025.

**Work Site:** North River Commission office (3403 W Lawrence Ave Ste. 301 Chicago, IL 60625)

**Reports to:** Education Director

**Summary**

The Youth Development Coordinator is part of a four-person team supervised by the Education Director and includes two other Youth Development Coordinators. The Youth Development Coordinators will oversee all aspects of the NRYC program, including recruitment and selection of students and guiding the council in developing and implementing a community impact project. The Youth Development Coordinators ensure that necessary scheduling, logistics, and infrastructure support is provided to the project, and collaborate with all team members to ensure program equity, quality, and consistency.

This position will focus on marketing and recruiting council members from local high schools, managing the application and interview process, and facilitating weekly council meetings at the North River Commission office. While the weekly meetings will be led by the council members, the Youth Development Coordinators will provide general oversight and guidance for the youth each week. The Youth Development Coordinators will guide students in identifying a community impact project and will oversee planning, branding, and marketing efforts to maximize community and citywide engagement. In addition, the Youth Development Coordinators will coordinate civic engagement activities, such as meetings with local elected officials and connections with other youth councils.

The Youth Development Coordinators will also liaise between Northeastern Illinois University (NEIU) and the NRYC to provide exposure to higher education opportunities. In partnership with NEIU, the Youth Development Coordinators will plan and facilitate trips to NEIU's campus to meet with professors and student groups in related issue areas and explore degree pathways for prospective council members. They work with the Education Director to collect reporting and general grant required data. They are comfortable in a fast-paced and dynamic workplace, regularly employing their flexibility and strong organizational skills.

**Background**

North River Commission is a community-based nonprofit organization founded in 1962 by concerned residents and neighborhood institutions. NRC unites 100s of civic associations, businesses, schools, institutions and places of worship on the Northwest Side of Chicago to improve the quality of life for all

constituents in our community by maintaining and creating affordable housing, quality education, arts & cultural endeavors, environmental sustainability, open spaces, and thriving neighborhood businesses.

### **Position Responsibilities**

- Successfully markets the program, recruits, and interviews prospective students.
- Guides and helps shape weekly NRYC meetings, providing supportive oversight and leadership to council members.
- Meets with the Education Director on a weekly basis to ensure program continuity and progress towards meeting program goals and objectives.
- Coordinates logistics and facilitates appropriate infrastructure support with guidance and oversight from the Education Director.
- Maintains positive and effective communication with participating high schools, students, NEIU staff and students, elected officials, and other external partners. Meets with external stakeholders when needed.
- Liaises with NEIU to plan and coordinate trips to campus, providing higher education exposure and connections with professors, student groups, and events as necessary.
- Ensures timely ordering of supplies and materials as needed.
- Effectively communicates via Zoom/Google Meet, email, telephone, and in-person with students, school leaders, and external stakeholders in English to provide program specific information and guidance. Spanish proficiency is preferred but is not required.
- Coordinates with other Youth Development Coordinators to ensure program alignment across projects.
- Assists in data collection, reporting, and evaluation efforts.
- Performs all other job duties as assigned.

### **Experience, Skills, Abilities**

The preferred Youth Development Coordinator is a current NEIU student on a liberal arts or political science degree pathway. The candidate has experience, or the potential to learn and be successful, in after-school and youth programming. They have strong experience and familiarity with civic engagement and the ability to work with multiple program stakeholders. They have effective written and verbal communication skills in both English and Spanish, and have strong collaboration and networking skills to create effective internal and external partnerships. The preferred candidate possesses proficient computer skills, ability to navigate across a variety of situations, and work successfully both individually and across a team-based environment.

### **Work Schedule**

The Youth Development Coordinator works an average of 4 hours per week: 1.25 hrs for the weekly NRYC meeting and 2.75 hours for general preparation. Afternoon availability is required in order to be present on-site on the day that the NRYC meets, generally Mondays from 4 - 5:15pm. It is recommended that the coordinators arrive at the NRC office no later than 3:30pm. Additional hours worked are flexible, as is the work location. Occasional evenings and Saturdays may be required. This position is eligible for remote work outside of the hours required to be on-site.

### **Compensation**

The hourly wage for the Youth Development Coordinator position is \$20/hr.

Background check is required prior to start of work. Additional requirements may be required by the North River Commission.

Position is open until filled. North River Commission is an equal opportunity employer.

**Application**

Qualified individuals should submit a cover letter, resume, and two references including name, email and phone number.

Email application to: Madeleine Polovick, Education Director, [maddie@northrivercommission.org](mailto:maddie@northrivercommission.org)

Job Type: 1099 contractor

Pay: \$20.00 per hour

Expected hours: 4 per week

Schedule: Mondays from 4 - 5:15pm required. Additional 2.75 hours/week may be worked when and where needed.

Work Location: Hybrid - On location at the NRC office (3403 W Lawrence Ave, Suite 301) and remote in Chicago, IL 60625