



Chicago Area Fair Housing Alliance Position Announcement

The Chicago Area Fair Housing Alliance (CAFHA) is a 501 (c) (3) nonprofit consortium of fair housing and advocacy organizations, social service providers, government agencies, and municipalities. For more than 35 years, CAFHA has spearheaded the movement to dismantle racial segregation in Chicago and surrounding communities.

Outreach Coordinator

CAFHA seeks a strategic, committed, and passionate leader to fulfill its full-time Outreach Coordinator position. This position is approximately 40 hours per week and reports to CAFHA's Senior Housing Justice Organizer.

CAFHA convened a coalition of returning citizens and community organizations to advocate for the Cook County Just Housing Amendment. This law protects over one million people with arrest and conviction records and their families from housing discrimination. Since the law went into effect, CAFHA has worked with directly impacted leaders to provide education about the Just Housing Amendment and to connect individuals to community-based organizations for legal assistance, housing resources, and reentry services. Additionally, CAFHA continues to work with returning citizens and our organizational partners to advance policies that remove systemic housing barriers that impact people with arrest and conviction records.

This position is critical to ensuring that those most impacted by our initiatives have a central role in leading community outreach and organizing efforts. The Outreach Coordinator will support reentry housing advocacy initiatives and coordinate CAFHA's Community Navigators Program, a housing justice fellowship for formerly incarcerated leaders.

Primary functions of the position:

Reporting to the Senior Housing Justice Organizer, the Outreach Coordinator will:

- Plan, organize, and coordinate activities to achieve the goals and objectives of the Community Navigators Program.
- Develop, implement, and evaluate outreach strategies to communities most impacted by incarceration in Chicago and Suburban Cook County, including organizing outreach events and building strong relationships and partnerships with community-based organizations.
- Identify and facilitate training opportunities and resources to support the leadership development of Community Navigators.
- Coordinate Know Your Rights events and presentations to educate community members about the Just Housing Amendment and renters' rights.
- Work with Community Navigators to conduct needs assessments and make referrals to agencies for legal assistance, housing resources, and reentry services.
- Maintain database to track program outcomes.

- Develop grant reports and program updates for funders.
- Develop and sustain relationships with leaders directly impacted by incarceration, partner organizations, and policymakers.
- Participate in efforts to build support for housing justice campaigns that increase housing access for people with arrest and conviction records.

Requirements:

- Deep commitment to housing justice and racial equity.
- At least two years of experience with a nonprofit, community-based organization in one of the following areas: community organizing, outreach, reentry services, or similar work.
- Lived experience with incarceration preferred.
- Experience with data entry and familiarity with Microsoft Excel preferred.
- Strong problem-solving and strategic thinking skills.
- Demonstrated leadership development skills.
- Ability to build trust with existing and new leaders with lived experience and organizational partners and maintain confidentiality.
- An open mind and willingness to engage with those who share opinions and beliefs that may be different from yours.
- Strong writing, public speaking, and computer skills.
- Ability to utilize a variety of channels for outreach, including in-person, phone calls, presentations, and public relations activities to build a positive presence in the communities served. Social media skills are a plus.
- Ability to take initiative, meet deadlines, and work independently and in a team.
- Ability to manage multiple tasks and deadlines and work in a fluid and fast-paced environment.
- Ability to work some evening and weekend hours and travel throughout Cook County; access to a car is a plus.

Salary: \$50,000. CAFHA offers health, dental, and life insurance benefits, a flexible remote work schedule, and an ample PTO policy.

To Apply: Provide a resume, cover letter, and up to 3 references. Applications will be reviewed on a rolling basis. The last day to apply is **Monday, December 4th.**

Send Applications to: cafha.info@gmail.com using the subject line "Outreach Coordinator."

The Chicago Area Fair Housing Alliance is an equal opportunity/affirmative action employer. CAFHA recognizes the unparalleled expertise of those who have directly experienced housing instability or discrimination and/or those who have been most burdened by our region's pervasive residential segregation. Upon request, accommodations in the application process will be provided to individuals with disabilities.