



QUINN CENTER
OF SAINT EULALIA

Mission

To strengthen a diverse Proviso Township community through collaborative initiatives that promote health, resilience, education and human connection for all generations.

JOB DESCRIPTION

**POSITION: PROJECT ASSOCIATE/YOUTH
ADVISORY BOARD COORDINATOR**

FLSA: Part-time

Reports to: TCI PROJECT MANAGER

Posted: March 2024

About the Quinn Center of St. Eulalia: The Quinn Center provides quality programming for youth, teenagers, families, and seniors across Proviso Township. Programs and events are offered through the hard work of a small, dedicated team of staff as well as an extensive network of volunteers, interns, and community partners. Importantly, Quinn Center works with a network of community-based organizations (CBOs) seeking to advance health and racial equity in our communities experiencing high poverty and other vulnerabilities. As the Lead CBO for Trinity Health’s Transforming Communities Initiative (TCI), the Quinn Center works with a multi-sector collaborative to develop and implement evidence-based strategies advancing health and racial equity by addressing root causes at the community level. The focus of this initiative is youth mental health.

About the Loyola University Chicago School of Nursing School-Based Health Center (SBHC): The School-Based Health Center is a nurse-led center that delivers interdisciplinary health services at Proviso East High School (PEHS) so students can get health care at school and not miss class. The SBHC is independent from PEHS and the school nurse. Staff includes physicians, nurse practitioners, nutritionists, and social workers. Some services include: school and sports physicals, immunizations, behavioral and mental health services, nutrition therapy, primary health care, urgent care, and laboratory services. The SBHC also provides health related programming that serves not only students from PEHS, but also Proviso Math and Sciences Academy, Proviso West, and District 89.

Position Summary: The position requires special attention to details and an ability to operate effectively in a collaborative environment. The Project Associate must be willing to apply a racial equity lens when planning, directing, coordinating, monitoring, and supporting grant activities to ensure that objectives, strategies and all milestones of the grant are accomplished within the determined timeframe and funding parameters. This individual also may pivot as needed to meet the needs of the community while serving to support the TCI Project Manager in delegated tasks related to the responsibilities and scope for each phase of the project. This individual must also possess the qualities and attitude to uphold a teamwork approach with the rest of the staff. As YAB Coordinator, the individual will provide a *safe, respectful, and inclusive* space for youth and young adults to share their thoughts. The Coordinator must view youth as valuable experts who have a right to participate in the systems and policies of the school and community. The Coordinator agrees to share power with youth members, including the ability to create agendas, running meetings, and program planning. This is a grant-funded position.

Roles and Responsibilities (Project Associate)

- Assist TCI Project Manager with project plans, meeting organization, work hours, budgets, tracking project deliverables, tracking expenditures and compliance with grant requirements.
- Provide support to a cross functional community-based project team
- Organizing, attending, and participating in stakeholder meetings for assigned projects
- Document and follow up on important action items and decisions from meetings
- Assist with obtaining signatures and any other necessary information for contracts/MOUs
- Support development of proposals, completing grant-specific reports, and researching the availability of both public and private grants
- Engage in grant-related meetings, national technical assistant and evaluation activities and annual Learning Institutes as requested by TCI Project Manager and as funds are available
- Continue to strengthen and build local workgroups by leveraging the skills, expertise and available resources of existing community-based organizations and stakeholders.
- Other duties as assigned by TCI Project Manager and/or as amended for grant deliverables



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JOB DESCRIPTION

Continued

POSITION: PROJECT ASSOCIATE

Roles and Responsibilities (Youth Advisory Board Coordinator)

Inform TCI and SBHC programming through the following activities:

- Attend and co-facilitate monthly advisory board meetings in person or virtually (per comfort level).
- Collaborate with the advisory board on mission, vision, values, ground rules, and goals statements
- Promote Loyola SBHC services and events.
- Conduct verbal and written outreach to adult advisory members, students, parents, and faculty.
- Recruit new youth members through verbal, written, and visual communications.
- Participate and co-lead projects undertaken by the YAB
- *Co-create* a community action plan to address concerns for young people in Proviso Township.
- Serve as a mentor and advisor to YAB members, providing training and resources as necessary.
- Communicate with parents so they are fully informed about expectations, meeting agendas, projects, and who is present with their child.
- Attend monthly SBHC staff meetings
- Work with the SBHC and other advisory board organizations to conduct outreach
- Staff the Calm Room at Proviso East periodically 11:30a- 2:30pm (typically once weekly)
- Attend Quinn Center and community events with a youth focus (e.g. health fair, summer camp)

Required skills and traits

- History of sustained community engagement experience, required
- Bi-lingual in English and Spanish, preferred
- Valid driver's license and current automobile insurance, required
- Duties may regularly require sitting for more than 50% of the work day (highly varied)
- Comfortable working with people of all ages and from diverse backgrounds
- Good listening skills with a desire to learn from others' experiences
- High degree of flexibility and creativity
- Proficient in Office Suite, Google Suite, Canva, general use of technology

Required training and background checks (will be included in site training)

- All Archdiocese of Chicago employment requirements including, but not limited to: Virtus Training, Criminal Background Check, Child Abuse and Neglect Background check, Mandated Reporter Training

Time Commitment:

- Daytime and evening hours with occasional weekends
- Estimated up to 20 hours per week (maximum)
- This is a part-time, grant-funded contract position

Location:

- On-site position with some remote work permitted
- Must be able to host in-person, on-site meetings within the Maywood community and/or at Quinn Center facility in Maywood

Compensation:

- \$22 per hour

References requested upon submission of application

Equal Opportunity Statement:

The Quinn Center of St. Eulalia prohibits discrimination based upon race, color, sex, gender, sexual orientation, age, marital status, religion, creed, national origin, veteran status or physical or mental disability, or any other legally protected status. These prohibitions are required by federal and/or state law and this reaffirmation is not intended to create any contractual rights or remedies or alter the administrative requirements or limitation periods of the state or federal laws.

As a ministry of Sacred Heart and St. Eulalia, the Quinn Center of St. Eulalia is a faith-based organization. However, individuals of all or no faith backgrounds are welcome and encouraged to participate at the level with which they feel comfortable.

In keeping with our commitment to Equal Employment Opportunity, the Quinn Center of St. Eulalia will make every effort to provide all with an environment that is free from harassment. All complaints of harassment will be promptly and thoroughly investigated. Employees who engage in harassment as defined above may be subject to disciplinary action, up to and including termination.

TO APPLY: Please email your resume and cover letter to apeacock@quinncenter.org