



POSITION DESCRIPTION

Job Title: Youth Coordinator

Reports to: Program Manager, South Chicago Neighborhood Network

Department: Programs

Classification: Full-time Non-Exempt

Date: April 2026

ORGANIZATION SUMMARY

Claretian Associates builds community within the culturally diverse neighborhood of South Chicago by working with community leaders, residents, and organizations to provide affordable housing and related services for low-and-moderate income people, builds resident-based leadership, and serves as a catalyst in creating innovative solutions to improve the quality of life.

Since 1991, Claretian Associates have built a network of relationships and activities that have affirmed our faith in the future of South Chicago. Continuing our housing programs and wrap-around services in a targeted 12-block area, we have created a total of 137 affordable homes and apartments, and we work with other neighborhood stakeholders to undertake community development projects and services that continue to enrich the lives of the Southeast Chicago area.

POSITION SUMMARY

The Youth Coordinator will assist with the oversight and coordination of youth initiatives, including year-round youth programming, summer programs, and youth engagement efforts connected to the South Chicago Neighborhood Network (SCNN). This position is responsible for creating and maintaining a safe, healthy, educational, and engaging environment for young people while supporting the development of a trauma-informed community with an emphasis on youth and families.

The Youth Coordinator will work closely with the Program Manager to support SCNN initiatives, including youth-centered community engagement, outreach, and implementation of activities connected to the South Chicago Quality of Life Plan (QLP), related committees, and neighborhood partnerships.

MAJOR RESPONSIBILITIES

- Assist with the design, implementation and coordination of youth programs and youth-led initiatives, including day-to-day operations, recruitment, attendance tracking, and participant engagement.
- Build positive relationships with youth and families to promote social and emotional growth, including ongoing communication and family outreach.

- Coordinate summer youth programming, including One Summer Chicago or similar summer initiatives, curriculum development, scheduling, training participation, and day-to-day program support.
- Assist in assessing program activities, including data collection, record-keeping, outcome tracking, and grant reporting.
- Support the Program Manager in implementing South Chicago Neighborhood Network initiatives, with a particular focus on youth engagement and neighborhood-based collaboration.
- Assist in organizing, promoting, and staffing SCNN meetings, events, workshops, and outreach activities.
- Provide support to the South Chicago Quality of Life Plan (QLP) committee and related work, including meeting preparation, outreach, note-taking, follow-up, and implementation support for youth-related priorities.
- Work with internal and external groups to identify and develop new or expanded educational, cultural, recreational, and leadership opportunities for youth in the South Chicago community.
- Organize and maintain program and network files, materials, calendars, and documentation.
- Participate in the development of work plans, requests for proposals, and program recommendations, as needed. Attend training and workshops.
- Work a flexible schedule, including some afternoons, evenings, Saturdays, and occasional community events, as required by program needs.

PERFORMANCE MEASURES

- Increase youth participation in programs.
- Develop strong relationships with internal and external partners.
- Ability to communicate across a diverse group.
- Ability to deliver interesting and exciting programming to neighborhood youth.
- Understanding of Claretian's mission and strategic plan related to youth programming.

QUALIFICATIONS

- Associate degree in education, social work, human services, youth development, community development, or a related field; Bachelor's degree preferred.
- A minimum of two (2) years of related experience working with youth in mentoring, after-school programs, summer programs, program coaching, or similar settings; or an equivalent combination of education, certification, training, and/or experience.
- Must be able to pass a federal background check.
- Demonstrated ability to work with culturally diverse families and communities and to establish and maintain effective and cooperative working relationships with those contacted in the course of work.
- Experience with community outreach, program coordination, event planning, and data tracking preferred.

- Strong organizational, communication, decision-making, and time-management skills.
- Ability to work independently, meet deadlines, and manage multiple priorities.
- Must be skilled in Microsoft Office (Word, Excel, PowerPoint, etc.).
- Mandate Reporter training, CPR and First Aid certification preferred or willingness to obtain.
- Bilingual abilities are a plus.
- Valid driver's license and reliable vehicle preferred.
- Ability to move and/or lift items up to 30 lbs.
- Demonstrated effective written and oral communication skills to address varied audiences.
- Ability to work flexible schedule, Monday – Friday and occasional Saturday based on programming.

COMPENSATION

- Salary range: \$45,000 - \$48,000, commensurate with experience.
- Includes medical, dental, vision, vacation, and other benefits. Life/work balance.

TO APPLY:

Submit cover letter and resume to: careers@claretianassociates.org