Job Description – Community Engagement Coordinator

EverThrive Illinois works to improve the health of women, children, and families over the lifespan. Our mission and our work are guided by the following core values: health equity, diverse voices, and strong partnerships. Our goal is to improve the health of women, children, and families by advancing access to quality, comprehensive health care and support services; improving health outcomes of entire communities and populations; and engaging communities to cultivate relationships, build power, and advance shared priorities.

The Community Engagement Coordinator is responsible for supporting community engagement efforts. This person will execute community engagement activities that support overarching outcomes across organizational issue areas impacting women, children, and families of Illinois. This position will engage communities to cultivate relationships, build power, and advance shared priorities. The Community Engagement Coordinator will report to the Community Engagement Director. Our people are our greatest asset — we seek individuals from diverse backgrounds who are collaborative, committed to health equity, and passionate about our mission.

The responsibilities of the Community Engagement Coordinator include:

1. Engage communities to cultivate relationships, build power, and advance shared priorities
2. With support from Community Engagement Director, understand how community engagement activities align with overarching organizational outcomes
3. Execute community engagement deliverables, adhering to deadlines and quality standards set forth by Community Engagement Director
4. Build and maintain healthy relationships with strategic partners and community-based organizations to advance the goals of EverThrive IL and represent the organization as a leader
5. Proactively scan the environment for emerging issues and opportunities related to overarching EverThrive IL priorities
6. Supervise and support community engagement interns as appropriate
7. Work with Community Engagement Director to ensure ongoing communication and collaboration with program and policy and advocacy teams
8. Other duties as assigned

Talents and Competencies
- Shows initiative and accountability
- Understands audience when communicating
- Identifies problems in a timely manner and elevates to supervisor as necessary
- Shows curiosity, seeking to develop new skills and asking for help when needed
- Actively applies feedback to improve performance
- Changes approach to best fit the situation
- Treats others with dignity and professionalism

Qualifications
- 2-3 years of relevant work experience in community outreach or education and/or bachelor’s degree in a relevant field
- Experience with coordinating and planning meetings
- Ability to work within a multidisciplinary environment with an emphasis on teamwork
- Strong written and verbal communication skills, including public speaking
- Ability to conduct some business travel, including throughout Illinois
- Ability to work flexible hours, including weekends and evenings
- Ability to build rapport with individuals and providers and exhibit exceptional listening skills
- Cultural humility
EverThrive IL is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Please send a resume and cover letter to resume@everthriveil.org. Subject Line: Community Engagement Coordinator. No phone calls please.