



Brighton Park Neighborhood Council

4477 S. Archer Avenue * Chicago, IL 60632 * (773) 523-7110 * fax: (773) 523-7023

AmeriCorps Member Job Description

The Brighton Park Neighborhood Council convenes the Brighton Park Neighborhood Network, a neighborhood coalition that seeks to support cradle to career opportunities for children and youth, and improve the quality of life for families in the Brighton Park neighborhood. Thirty members strong, the Brighton Park Neighborhood Network (BPNN) accomplishes its goals by bringing together key stakeholders (school principals, social service agencies, 9th District Police, CPS Network 8, and community leaders) to create a more robust and efficient social service infrastructure, and engage institutions and community leaders in policy change campaigns in four key areas: Violence Prevention and Public Safety, Education, Health, and Income/Economic Development.

The AmeriCorps Member will support the work of the Brighton Park Neighborhood Network in attaining the coalition's mission. Specifically, the Member will help coordinate communication efforts and create and maintain a platform where Brighton Park community members can learn about community events, services, and programs. Additionally, the Member will help with community engagement (meetings with community members, conducting needs surveys, helping to organize community events) and direct service (assisting the after school programs at neighborhood schools).

Responsibilities

1. Develop communication tools, e.g., neighborhood newsletter, create a Brighton Park community calendar that can be accessed via phone by community members; develop portal where community orgs and institutions can post community events.
2. Promote community events and communicate goals and successes of the BPNN
3. Assist in the development of a BPNN brand, e.g., logo and tag line.
4. Participate in and provide support for coalition and committee meetings; this may include coordinating logistics of meetings, taking notes, and conducting research between meetings.
5. Coordinate meaningful volunteer opportunities (for corporate partners) in the neighborhood.
6. Coordinate and organize public events that unite the community.
7. Serve as tax site volunteer and help recruit additional volunteers for the CEP tax site located at Kelly High School.
8. Assist BPNC's Community School programs; work in collaboration with parents, students, teachers, and BPNC staff to support community schools programming.

9. Participate in regular staff meetings, staff trainings, supervisory sessions and other duties as assigned by supervisor.
10. Other duties as assigned.

Required Qualifications

- Bilingual Spanish/English
- Strong interest in and commitment to community organizing and social, economic and racial justice
- Strong interpersonal and facilitation skills, with ability to motivate others
- Ability to work in a variety of settings with culturally diverse families and communities and ability to be culturally sensitive and appropriate.
- Strong organizational skills, including the ability to work independently and manage own projects
- Basic computer competency for word processing and data management
- Ability to pass routine federal background check prior to starting the position