



QUINN CENTER
OF SAINT EULALIA

Mission

To partner with the people of Proviso to build an inclusive culture of justice, health, and peace through intentional action

JOB DESCRIPTION

POSITION: PROJECT ASSOCIATE

Reports to: TCI PROJECT MANAGER

FLSA: Contract

Posted: May 2023

Open until filled

About the Quinn Center of St. Eulalia: The Quinn Center is a beacon of hope in Proviso Township providing quality programming for youth, teenagers, families, and seniors. Flagship programs include a weekly community soup kitchen, a summer program for youth and teens, an after-school tutoring and enrichment program, as well as senior and caregiver groups. The Quinn Center also hosts a Thanksgiving food box distribution for about 800 families and an annual Christmas event. These 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.

Additionally, the Quinn Center works with a network of community-based organizations seeking to advance health and racial equity in our communities experiencing high poverty and other vulnerabilities. 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.

Position Summary: The position of Project Associate 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 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. This is a grant-funded position.

Roles and Responsibilities

- Assist TCI Project Manager with delegated tasks such as project plans, project schedules, work hours, budgets, and expenditures.
- Track assigned project deliverables, while providing support to a cross functional community-based project team
- Convene and collaborate with a multi-sector collaborative to develop and implement evidence-based strategies that advance health and racial equity and meet project goals.
- Organizing, attending, and participating in stakeholder meetings for assigned projects
- Documenting and following up on important action items and decisions from meetings
- Assisting with obtaining signatures and any other necessary information for contracts/MOUs with each paid community-based organization and/or resident participation
- Support development of proposals, completing grant-specific reports, and researching the availability of both public and private grants
- Assist TCI Project Manager with tracking compliance with all grant requirements.
- 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

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:

- \$20-22 per hour, commensurate with education and years of experience

References requested upon submission of application

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

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.