



## **GREENCORPS CHICAGO NFP IS CURRENTLY SEEKING A: SOCIAL SERVICE COORDINATOR**

Greencorps Chicago, a Not-For-Profit (NFP) organization, supports the City of Chicago's green industry job training program to assist individuals with barriers to employment. Our mission is to guide and support residents from Chicagoland's disinvested neighborhoods to create change in their lives and communities through training, service, and career opportunities in environmental fields.

The Social Service Coordinator will be responsible for assisting all training program participants with life skills development, towards completion of the training program and successful job placement post completion. Prior experience in the Chicago social service network and bachelor's degree preferred. Priority will be given to individuals living within the mid-South Side, comprising Grand Boulevard, Kenwood, Oakland, Douglas, Washington Park, Woodlawn, Greater Grand Crossing, Hyde Park, South Shore, and South Chicago.

### **Social Service Coordinator Responsibilities:**

- Participate in recruitment, selection, retention, and placement of program participants
- Provide day-to-day trainee support in developing and meeting personal and professional goals
- Advocate for trainees needs in a fast-paced setting as part of a program with a dual focus: quality community landscape projects and trainees' career success
- Work with Chicago social service agencies to provide needed support for housing, childcare, transportation, addiction treatment, economic literacy and other specialized services as needed
- Present life skills and work readiness training throughout the season
- Other duties as assigned

### **Social Service Coordinator Requirements:**

- 3 to 5 years of experience in Chicago providing adults with social services assistance
- Bachelor's degree in social services, behavioral sciences, or related field
- Solid Microsoft Office Suite experience
- Willing to submit to initial and random drug screenings
- Willing to submit to background checks; the program is background friendly

This position requires a commitment of approximately 30 hours per week. Compensation is dependent on experience. Resumes accepted until the position is filled. Only qualified candidates will be contacted for an interview.

**\*\* Please submit resume and cover letter to: [TerraFirma@greencorpschicago.org](mailto:TerraFirma@greencorpschicago.org)**