



**Job Title:** Community Engagement Coordinator

**Department:** Independent Contractor

**Reports To:** QLP Project Manager

**Effective Date:** June 2026 - November 2026

## **About PODER**

PODER empowers individuals with the necessary academic tools to promote human dignity, increase employment potential, and facilitate participation in the larger community.

Since 1997, PODER has empowered Spanish-speaking adult immigrants to create successful and fulfilling new lives in the United States. Through a deep commitment to the needs of immigrant communities, PODER provides critical societal and workforce integration services with both immediate and long-term impact for families, communities, and employers throughout Chicagoland.

In 2023, a new chapter in our history began with the opening of a state-of-the-art \$6.5MM adaptive reuse in Gage Park: PODER HQ. In 2024, we launched a new strategic plan to realize our vision to create community within a trusted and sustainable immigrant integration center (in-person and virtual) where individuals and families are empowered through holistic and seamless services

## **The Opportunity**

Throughout 2026-2027, PODER will be the convening partner to launch a Quality-of-Life process for Gage Park. As part of this two-year project, PODER is seeking to contract a community engagement specialist to help develop an arts and culture strategy for the community alongside residents, youth, families and the PODER community. The Community Engagement Coordinator (CEC) is a temporary, contracted position that will play a critical role in engaging the Gage Park community members in envisioning arts and culture in their neighborhood. The CEC will work closely with PODER staff and the Quality-of-Life consultant to gather community input and identify goals in a Community Visioning Report. The CEC will also collaborate with a Community Advisory Council and artists to carry out arts-based engagement activities. From these engagements, participants will help outline goals and projects they'd like to see in their community.

## **Key Responsibilities**

- Collaborate with Community Advisory Council to inform arts-based engagement
- Collaborate with youth and PODER member ambassadors who will support the community engagement
- Plan and design community engagement plan, including workshops, classroom visits, community events and family toolkits
- Prepare relevant staff and volunteer for workshops and other engagement opportunities
- Recruit community artists to lead workshops and arts-based engagements
- Coordinate and lead arts-based engagements
- Collect and track community input and data to inform a Community Visioning Report
- Collaborate with QLP Consultant to align with general QLP process and expectations and create the Community Visioning Report

## **Deliverables**

- Plan and lead minimum 5 arts-based, community workshops
- Plan and lead at least 3 visits with PODER member cohorts
- Participate in 2-3 community events by leading arts-focused engagement
- Engage minimum 500 community members through all experiences
- Submit final Community Visioning Report

**Desired Competencies:**

- Values Differences
- Builds Networks
- Persuades
- Drives Results
- Plans and Aligns
- Action Oriented
- Balances Stakeholders

**Skills & Background Required:**

- Excellent verbal and written communication and presentation skills
- Excellent interpersonal and conflict resolution skills
- Excellent organizational skills and attention to detail
- Excellent time management skills with a proven ability to meet deadlines
- Ability to prioritize tasks and to delegate when appropriate and collaborate with other teams
- Ability to act with integrity, professionalism, and confidentiality
- Proficient with Microsoft Office Suite and related software
- Understanding of and experience with best practices in community engagement
- Familiarity with Gage Park community and arts-based practices
- Art background or understanding of artist networks is preferred
- Bilingual Spanish/English is required

**Physical Requirements:**

- Ability to travel throughout the community of Gage Park
- Prolonged periods of standing, walking and driving
- Ability to lift and up/unload supplies up to 25 lbs.
- Flexible availability to work evenings and weekends to accommodate community engagement

## **Compensation**

The Community Engagement Coordinator special project salary will be \$10,000 for the work performed between June to November 2026. Approx. 10-15 hours per week.

## **Application**

To apply for this opportunity, please send your resume and Letter of Interest (2 pages max) describing your relevant background, experience, and skills; reasons why you are interested in this project; and why you think you are a good fit for the role. Please email materials to [gpiedra@poderworks.org](mailto:gpiedra@poderworks.org) no later than May 29, 2026, and include your name and position in the email subject line. Thank you.

## **Equal Employment Opportunity Statement**

It is the policy of PODER to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, PODER will provide reasonable accommodations for qualified individuals with disabilities.