



Providing for the Families of Fallen Police Officers and Firefighters of Cook County

Title: Program and Outreach Coordinator
Status: Full-time Exempt
Salary: \$40,000 - \$45,000, competitive benefits
Reports to: Chief Operating Officer

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T.I.N. # 36-6158087

The mission of the 100 Club of Chicago is to help provide for the surviving spouses and dependents of law enforcement officers, firefighters and paramedics who lose their lives in the line-of-duty. This includes all federal, state, county and local officers, firefighters and paramedics stationed in and working out of Cook County. The 100 Club of Chicago has provided benefits to more than 249 families of fallen public safety professionals. Total benefits have exceeded \$9 million.

100 Club of Chicago Program and Outreach Coordinator

The Program and Outreach Coordinator is responsible for the organization, delivery and quality of 100 Club programs. The Program and Outreach Coordinator also plays a critical role in the organization, delivery and quality of outreach to 100 Club families, members, supporters and friends under the direction of the Director of Membership and Events. The Program and Outreach Coordinator understands that especially in a small, dynamic organization with much potential yet to be tapped, every staff member makes contributions above and beyond the written job description – and prefers being in such a position.

Areas of Responsibility:

- Open and maintain case files for law enforcement and fire personnel who fall in the line of duty, ensuring relevant and up-to-date information on their dependents.
- Build strong relationships with families of the fallen through a variety of means of communication as well as events.
- Identify and share information and resources that would serve families of the fallen well.
- Oversee the Educational Assistance program, including outreach to current, future and past 100 Club Scholars
- Ensure high quality programs through innovative program development, evaluation and extensive collaboration with stakeholders that can enhance the experience of 100 Club families. Some examples of collaborators include Gold Shield Partners, first response agencies, potential employers and prospective mentors and/or mentoring groups.
- Oversee relations with University Partners; develop and continue strong relationships with contacts; look for ways to deepen partnerships and expand opportunities for students.
- Remain informed about other organizations and programs that serve first-responders to ensure proper coordination and identify gaps in services.
- Work closely with the Chair of the Board Programming Services Committee as well as the Chair of the Junior Board Programming Committee.

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Areas of Responsibility Continued

- Prepare information necessary for financial payments to families of the fallen, ensuring compliance with all organization policies and procedures.
- Help develop and monitor program budgets to meet fiscal objectives.
- Help with editing and updating the 100 Club website in both lay-out and copy.
- Play a key role in the production and distribution of the quarterly newsletter.
- Manage presence on social networking sites and advocate on behalf of the 100 Club in social media spaces.
- Support annual planning and other organizational activities.

Minimum Requirements:

- Bachelor's degree in a related field, or an equivalent combination of education and experience
- Excellent interpersonal and communication skills
- Excellent verbal and writing skills
- Strong organizational skills and attention to detail
- High level of proficiency in the Microsoft Office suite of products, including Publisher
- Proficient HTML skills
- Knowledge and understanding of social media platforms and their respective participants
- Orientation toward team-work with the ability to work independently with limited supervision in a dynamic work environment
- Empathy and passion for law enforcement, fire and emergency services
- Strong understanding of the 100 Club of Chicago's mission and enthusiasm for building support for its programs
- Upbeat approach to working with/for constituents

Core Competencies (Requirements):

- **Teamwork:** Work together with others and help others to work cooperatively to accomplish objectives
- **Attention to Communication:** Deliver clear, effective communication and take responsibility to understand others
- **Service Orientation:** Commit to satisfying internal and external clients
- **Interpersonal Awareness:** Elicit, notice, interpret and anticipate others' concerns and feelings
- **Initiative:** Proactively identify and act on problems and opportunities
- **Results Orientation:** Focus on desired results and set and achieve challenging goals
- **Concern for Quality:** Monitor work, systems and processes and take action to ensure they meet or exceed standards
- **Flexibility:** Respond quickly to change and easily consider new approaches
- **Stress Management:** Maintain performance and self-control under pressure.
- **Integrity and Truth:** Gain the trust of others by taking responsibility for own actions and telling the truth

Start Immediately.

Please email resume and writing sample (newsletter article, blog or the like) to:

Heather Sattler, hsattler@100clubchicago.org