



Job Title: Grants & Development Associate Intern
Department: Development Department
Reports To: Executive Director and Senior Development Team
FLSA Status: Non-Exempt
Status: Part Time –20 hours per week
Location: 1922 N. Pulaski Road, Chicago, IL 60639
Schedule: Flexible during Spanish Coalition for Housing office hours (Monday through Friday 9 a.m. to 5 p.m.) Available for Fall

Spanish Coalition for Housing is currently following CDC guidelines and following state directives for healthy business operations during the Covid-19 pandemic. The agency has temporarily implemented a Telecommuting and Procedure Policy as well as an Infectious Disease Control Policy. Qualified candidates will be offered the opportunity to do an initial virtual or in person interview. Second round of interviews will be in person with strict safety guidelines in place to include face masks, social distancing and limited office capacity guidelines.

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

Organization Summary:

SCH's mission is to provide comprehensive counseling, education and housing resources necessary for Latinos and other low-to-moderate income families in the Chicagoland area, to develop competence and responsibility in meeting their financial and housing needs, and advocate for and proactively promote additional resources for them. SCH has two locations to serve the North and South sides of Chicago and serves over 10,000 clients per year. SCH is a local and national leader in the housing counseling sector and continues to innovate its service delivery and expands its target market presence. We deliver quality programs and compassionate service to all residents in need.

Position Summary:

The Grants and Development Associate Intern will gain experience with grants and special projects to increase capacity of Spanish Coalition for Housing to secure grant funding from private, corporate and government funders. Working under the guidance of both the Executive Director and senior team members of the Development Department, the Intern will be exposed to foundation research and proposal writing, as well as program planning and management.

Responsibilities:

- Conducting prospect research and creating summary charts identifying strong funder prospects
- Investigating trends and emerging research related to the need for and impact of homeownership and financial education and other program related topics to enhance grant proposals
- Write grant proposals, reports and thank you letters to funders
- Aggregating, analyzing and compiling various participant survey information
- Geocoding program data to develop heat maps and illustrate trends and programmatic impact

- Researching key economic and community development initiatives of local and state government to assess alignment with SCH strategic directions
- Working with Spanish Coalition for Housing staff to outline priority programs and projects
- Assists with coordination, promotion and logistics of special agency events
- Assists with special mailings or targeted marketing campaigns
- Support content development for digital media, including social media and e-newsletter
- Performs other duties as assigned/special projects as assigned

Qualifications:

- A bachelor’s degree
- Strong verbal and written communications skills
- Ability to work in a dynamic and fast-paced environment both as part of a team and individually
- Detail oriented and professional
- Data analysis and geocoding, mapping experience a plus
- Creative and flexible
- Accountability for work and have a high level of professional and personal integrity
- Trustworthiness with knowledge of confidential foundation and donor information
- Proficiency in Microsoft Office Suite including Microsoft Word, Excel, PowerPoint and Outlook
- Interest in community development, housing issues, organizational development and communications
- Bilingual English/Spanish a plus but not required

Compensation:

Compensation is \$17.00 per hour

Physical Demands and Work Environment:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to 30 pounds. While performing the duties of this job, the employee is regularly required to use hands and talk or hear. The employee is frequently required to stand; walk; sit; reach with hands and arms balance, stoop, kneel or crouch.
- Work place is a smoke and drug free environment.

SCH is an equal opportunity employer and seeks to employ qualified individuals based on individual merit. SCH does not discriminate against any individual with respect to the terms and conditions of employment based on that individual’s race, sex, age, religion, color, national origin, disability, genetic information, marital status, veteran status, sexual orientation, gender identity or expression, housing status, or any other non-merit factor protected under state, local or federal laws. Equal Employment Opportunity applies to all personnel actions such as recruiting, hiring, compensation, benefits, promotions, training, transfer, termination, and opportunities for training. SCH is committed to a fair and equitable workplace where everyone is a respected and valued member of the team.

Apply at www.sc4housing.org under careers.