



**POSITION DESCRIPTION**  
**NONPROFIT MANAGEMENT FELLOW**

**Academic Year 2020/2021**

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**Chicago Jobs Council's (Jobs Council)** vision is that all people, regardless of where they start or where they've been, can access employment as a pathway out of poverty. The Jobs Council moves people out of poverty through employment using on-the-ground expertise, advocacy, and capacity building. Since it was established in 1981, the Jobs Council's membership has grown to include over 100 organizations and individuals who work together to influence the development and reform of public policies and programs designed to move people out of poverty, into the workforce and into better jobs.

**Management Fellow Responsibilities:**

The Nonprofit Management Fellow supports the operations and infrastructure of the Jobs Council through the following activities:

**Development**

- Supporting the planning and implementation of two major organization-wide events
- Maintaining the organization's contact management database (NEON CRM) and generating reports to support fundraising and membership
- Tracking grant requirements and contributing to the submission of proposals and reports
- Supporting the Jobs Council's Membership Program through revision of related materials and processes

**Administration/Operations**

- Supporting meetings and operations of the Board of Directors
- Supporting the review and update of internal organizational policies and protocols
- Researching best practices in nonprofit management and making recommendations
- Contributing to the quarterly tracking of metrics, annual work plan development and on-going continuous improvement

**Skills and Qualifications:**

- Commitment to the advancement of Job Council's organizational mission.
- Consistently demonstrates attention to detail and follow-through
- Excellent organizational, time management and project management skills
- Strong written communication skills.
- Strong creative thinking, problem solving, and troubleshooting skills.
- Participates well in a team including listening to and respecting team members' ideas, willingness to provide assistance on other team members' projects, display of adaptability when a change is made, and openness to incorporating team feedback in own work.

- Proficiency with (or ability to learn quickly) web-based survey tools, internal database applications, and Microsoft Office applications (Word, Excel, Outlook)
- Experience with Piktochart, Canva, Prezi, or WordPress a plus; An “eye for design” a plus

### **Other Information**

The time commitment for this position is flexible, but ideally would include a minimum of 16-24 hours/week (2-3 days/week). Position includes a small stipend.

### **Application Process**

To apply to this position, please submit a resume and cover letter via <https://cjc.bamboohr.com/jobs/view.php?id=33>

The Chicago Jobs Council is committed to building an inclusive staff and strongly encourages applications from individuals of color, people with disabilities, individuals with diverse backgrounds, and those whose life experience is underrepresented in employment programs and policies.

The Jobs Council recognizes that systemic, institutional and individual racism creates disparities in the way people of color fare in the labor market. We are continuously working to review and update our practices, policies, and procedures using a racial equity lens in order to achieve more equitable outcomes for all.