

BID/JOB ANNOUNCEMENT

Community Outreach Coordinator

Community Commission for Public Safety and Accountability

District Councils

<https://ccpsa.chicago.gov/>

Number of Positions: 1

(Additional vacancies possible, pending budget approval)

Starting Salary: \$75,336

This position is open to the public and all current City employees covered under the City's collective bargaining agreement with AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES (AFSCME) – BARGAINING UNIT 1, 3, 4 & 5. Only employees in City job titles in this bargaining unit are eligible to bid.

BID INSTRUCTIONS: Apply on the bid

site: <https://chicago.taleo.net/careersection/103/jobsearch.ftl?lang=en> AND

- 1. Check the box on your profile titled "Currently employed by the City of Chicago"**
- 2. Enter your employee ID (located on your pay stub labeled 'payee/employee number')**
- 3. Select your correct bargaining unit**

FAILURE TO FOLLOW THESE INSTRUCTIONS WILL RESULT IN A REJECTED BID APPLICATION

Applications for this position will be accepted from 09/24/2026 until 11:59pm CDT on 10/08/2026

Under general supervision, coordinates and performs community outreach activities, disseminating information and ensuring the delivery of services to residents, and performs related duties as required.

ESSENTIAL DUTIES

- Day-to-day support includes (1) strategic planning and goal setting, (2) communications support between District Councilors, (3) logistical, operational, and administrative support, and (4) community outreach and organizing;
- Develop clear and collaborative working relationships with District Councilors to ensure work activities align with the Council's goals, priorities, and direction;
- Support District Councils in planning and coordinating monthly and special public meetings by providing logistical and administrative support, including assistance with meeting locations, agendas, minutes for Open Meetings Act compliance, public notices, materials and equipment, guest speaker coordination and sign-in processes;
- Support District Councils with community outreach and education efforts within their respective districts, including canvassing, tabling, building community partnerships, supporting newsletter and email distribution lists, and other outreach activities;
- Assist District Councils in developing and maintaining relationships with residents, organizations, and institutions throughout the district to help identify community concerns, strengthen engagement, and encourage participation in District Council meetings, activities, and initiatives;

- Assist District Councils with coordination and engagement with the Chicago Police Department, including supporting communication and connections related to district concerns and priorities;
- Help District Councils identify and connect with appropriate City departments, community organizations, institutions, and other resources that can support Council priorities and community needs;
- Provide guidance, tools, information, and technical assistance that strengthen District Councils' ability to independently carry out their governance, administrative, outreach, and community engagement responsibilities
- Assist in the identification, development, and implementation of best practices, outreach programs, and community events that increase awareness among stakeholders;
- Maintain records and prepare reports of community outreach activities;
- Respond to written requests for information on departmental programs, as needed.

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

Location: District Councils
2 N LaSalle St
Days: Monday – Friday (Some weekends may be required)
Hours: 9:00AM-5:00PM and 12:00PM-8:00PM
Days Off: Saturday and Sunday

THIS POSITION IS IN THE CAREER SERVICE

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's degree in the Social Sciences or a related field, plus three (3) years of community or social services experience

Should the above criteria not be fulfilled, the following options are acceptable:

- Seven (7) years of community or social services work experience
- Graduation from an accredited college with an Associate's degree in the Social Sciences or a directly related field, plus five (5) years of community or social service work experience
- Graduation from an accredited college or university with a Master's degree or higher in the Social Sciences or a directly related field, plus one (1) year of community or social service work experience

Licensure, Certification, or Other Qualifications

- A valid State of Illinois driver's license is required
- Must have the permanent use of an automobile that is properly insured, including a clause specifically insuring the City of Chicago from accident liability

SELECTION REQUIREMENTS

This position requires applicants to complete an interview which will include a written exercise and/or a skills assessment as part of the interview. The interviewed candidate(s) possessing the qualifications best suited to fulfill the responsibilities of the position, based on the oral and written parts of the interview will be selected.

Evaluation: Your initial evaluation will be based on information provided on the application form and documents submitted with the application. Applications must be submitted by the individual applicant. No second party applicants will be accepted.

Residency Requirement: All employees of the City of Chicago must be actual residents of the City as outlined in 2-152-050 of the City of Chicago Municipal Code. Proof of residency will be required.

ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ANY AND ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT.

The City of Chicago is an Equal Employment Opportunity, Military Friendly, and Fair Chance Employer.

The City of Chicago is committed to providing fair chance hiring and welcomes applicants with past convictions, recognizing the value of a diverse workforce and the potential for growth and positive change.

City of Chicago

Brandon Johnson, Mayor

Please note, all positions with the City of Chicago close promptly at 11:59pm C.S.T. Applications for this position will be accepted from September 23, 2026, until 11:59p.m. CST on October 07, 2026. No exceptions will be made.