

Chicago Youth Mutual Aid (CYMA)

Assata's Daughters, Chicago Freedom School (CFS), Circles and Ciphers,
Street Youth Rise Up (SYRU), Youth Empowerment Performance Project (YEPP)

Chicago Youth Mutual Aid Coordinator

Job Description

General Description

The Mutual Aid Coordinator is a contracted position that oversees the logistical aspects of the mutual aid efforts developed as a response to the needs of the members and stakeholders of our organizations due to the COVID-19 pandemic. The Mutual Aid Coordinator reports directly to YEPP, Executive Director, and will be in communication with lead staff of our organizations, as well as community donors and organizations providing resources and support to our members.

Applicant Strengths and Qualities

- A strong applicant will possess the following qualities:
- One year of coordination experience and volunteer supervision.
- Proficient in Microsoft Office computer applications: Word, Outlook and Excel
- Experience working with LGBTQ+ individuals, Black and Brown youth, and families, youth experiencing homelessness and/or housing instability services/advocacy.
- Experience with and commitment to trauma-informed and harm reduction models
- Commitment to transformative justice and application of decolonization and anti-oppression frameworks
- Commitment to working in a diverse environment in regards to race, ethnicity, culture, sexual orientation and gender
- Ability to take initiative in a self-directed manner
- Strong time management skills.
- Strong teamwork ethic and collaboration skills.
- Excellent and reliable communication skills.
- Access to and experience working with digital and online platforms, such as Zoom, Wix, and Google Drive.

Primary Tasks and Responsibilities

- Organize and keep up to date the different spreadsheets, forms, and documents structured
- Communicate, coordinate and support Lead Staff of the different organizations that are participating in this collaboration
- Communicate with community members, donors, and organizations that will be able to provide resources and donations
- Communicate with drivers and other volunteer members to coordinate donation pick-ups and deliveries.
- Supervise and support volunteers and staff members accordingly
- Perform other tasks as assigned

Compensation

The Chicago Youth Mutual Aid Coordinator will be stipended \$18.00 an hour for 15 to 20 hours a week for a 6-month contract with the possibility of a 6-month extension based on funding.

To apply

Please complete the CYMA Coordinator Application (bit.ly/cymacoordinatorapp) no later than September 26th, 2021.

People of color, young people, and people with disabilities are strongly encouraged to apply. YEPP is an Equal Opportunity Employer, which does not discriminate on the basis of race, ethnicity, national origin, color, gender identity/expression, age, sexual orientation, religion, disability, or marital status