

## **Chicago**

**Housing Action Illinois:** [www.housingactionil.org](http://www.housingactionil.org) – 1 VISTA Membership Associate with training in July or August

Housing Action Illinois works to increase and preserve the supply of decent, affordable, accessible housing in Illinois for low-and moderate-income households.

### **Summary of Primary Job Functions:**

- Primarily focus on coordinating member recruitment and communication to better serve the housing needs of low-income residents of Illinois.

### **Duties and Responsibilities (working with the Outreach Coordinator and other staff):**

- Plan and produce a quarterly web-published member newsletter.
- Organize membership drive activities including working with staff to develop marketing materials and identify organizations to recruit statewide.
- Coordinate correspondence and communications with new and existing members.
- Research and produce success stories highlighting Housing Action Illinois' work with our members.
- Research best practices nationally for developing the capacity of housing counseling agencies and nonprofit housing developers and communicate those best practices to Housing Action Illinois members and others.

### **Qualifications:**

- Bachelor's Degree preferred.
- Strong problem solving and group work leadership skills.
- Ability to interact with people of all ages and cultural backgrounds.
- Ability to work independently and as part of a team.
- Sound computer skills.
- Effective oral and written communication skills.
- Ability to work flexible hours.
- Willingness to travel around the state, must have valid driver's license.