Are you organized, energetic, and proactive? Do you have advocacy experience in the disability field and/or lived experience? The Arc of Illinois is looking for a **Going Home Coalition Coordinator** to join the team. This is a part time (up to 10 hours a week), remote, temporary position until July 2024.

**About the Organization:**
The Arc of Illinois advocates for people with intellectual and/or developmental disabilities to live, learn, work, and play in the community. All employees of The Arc must believe in this mission and be dedicated to providing everyone opportunities to live a good life. **To learn more, please visit our website at www.thearcofil.org.**

**Position Summary:**
Reporting to the Going Home Coalition Manager, this role serves as an essential support bridging administrative tasks and efforts to advance the goals of the Going Home Coalition (GHC).

**Responsibilities:**
- Provide comprehensive administrative support to the Going Home Coalition Manager.
- Respond promptly to inquiries regarding the Going Home Coalition.
- Maintain and update the Going Home Coalition (GHC) participant list.
- Send out timely meeting notifications and reminders to GHC participants.
- Attend GHC meetings, take detailed notes, transcribe them accurately, and distribute minutes to participants.
- Perform general typing and other administrative duties as needed.
- Maintain accurate and up-to-date databases related to GHC meetings and webinars.
- Regularly update the list of service providers, legislative contacts, and other data used on Going Home Coalition materials, websites, social media platforms, etc.
- Actively engage with coalition members and potential members to involve them in GHC activities.
- Assist in the facilitation of coalition meetings.
- Support outreach efforts of The Arc of Illinois, Going Home Coalition, and GHC members to legislators, and other key decision-makers.
- Collaborate in planning regional meetings, and coalition webinars.
- Execute administrative tasks essential to support coalition work, including developing talking points and working with GHC participants to support their advocacy efforts through identifying their legislators, assisting them to meet with their legislators, identify their talking points and advocacy goals.
- Create template for participant roster; and follow up with interested participants.
- Follow up on surveys for new members.
- Undertake any other duties as assigned to contribute to GHC's mission and objectives.

**Qualifications:**
- High school diploma with three years of general administrative experience.
• Highly organized, detail-oriented, and able to set priorities and manage multiple tasks effectively.
• Strong interest in and experience with advocacy work, outreach and community organizing is a plus.
• Proficiency in computer applications such as Microsoft Office Suite.
• Exceptional verbal and written communication skills.
• Ability to effectively communicate personal and professional needs related to the role's responsibilities.
• Demonstrated ability to engage effectively with individuals and groups holding diverse viewpoints and experiences.
• Flexibility in adapting to changing deadlines and priorities.
• Prior work experience in the non-profit sector or within a developmental disabilities agency is preferred.

The Arc of Illinois is an equal opportunity employer.

If you are interested in this role, please send your resume to HR@thearcofil.org.