

Title: Program Coordinator
Status: Full-time Exempt
Salary Range: \$40,000
Reports to: Chief Executive Officer



The 100 Club of Illinois provides resources, several forms of financial support, access to training, and moral support to both the families of first responders killed in the line of duty and active duty first responders throughout the state of Illinois. All sworn federal, state, county and local first responders stationed in Illinois are included.

100 Club of Illinois Program Coordinator

The Program Coordinator contributes to the program and fundraising strategies that significantly expand the outreach base of the organization. Working in close coordination with the Chief Program Officer (CPO) and Program Director (PD), the Coordinator supports programming initiatives. We are looking for an entry to mid-level professional who is excited by our mission.

This position is attached to the Chicago office and requires regular in-person and in-office work as well as occasional travel throughout the State of Illinois, including:

- 100 Club Trainings and Events (many of which take place at night)
- 100 Club Family Events (many of which take place during weekends)
- Staff team meetings

Educational Assistance Program (30%):

- Work directly with 100 Club Scholars on applications and programming needs.
- Build additional Scholar programming as needed to address specific needs of 100 Club family members.
- Maintain the administrative side of the University Partners program.
- Enhance Scholar engagement through mentorships, internships, and peer-to-peer matchings.
- Stay up to date on other external scholarship opportunities available to 100 Club Scholars.

100 Club Families (20%):

- Work with 100 Club team on programming for 100 Club families such as spouse's events, Cubs/White Sox games, multiple annual family mailings, Family Day, etc.
- Prepare materials and digital content to engage with 100 Club families in collaboration with whole 100 Club team.

First Responders (20%):

- Build active duty first responder training marketing materials to serve statewide community.
- Manage registration details and class confirmations.
- Manage all Individual and Department Wellness funding requests and communication.
- Represent the organization at conventions, conferences, and first responder events by hosting informational tables and engaging with attendees to promote programs and services.

Frontline Convention

- Develop and manage event timelines, ensuring all milestones and deadlines are met.
- Coordinate conference administrative programming communications, including speaker contracts.
- Work with coordinator team to develop social media strategy, content creation, and outreach efforts to drive attendance.
- Manage event registration, ticketing, and attendee inquiries.

First Responder Family Events

- Assist in the administration and coordination of events for first responders and their families throughout the year such as the Valor Awards, Family Day and Bonfire.

Administrative (30%):

- Provide support and update the 100 Club website and 100 Club app.
- Create program events and maintain family and first responder constituents in Blackbaud Raiser's Edge NXT.
- Assist in the maintenance of statewide contacts for the Frontline Resource Network including peer support programs, clinicians, continuing education resources, other first responder supporting agencies, etc. for first responders and families.
- Work with coordinator team to develop social media strategy, content creation, e-memo language and branding information.

Minimum Requirements:

- Bachelor's degree in a related field, or an equivalent combination of education and experience
- Excellent interpersonal and communication skills
- Excellent verbal and writing skills
- Strong organizational skills and attention to detail
- High level of proficiency in the Microsoft Office suite
- High level of proficiency in the Adobe suite
- Orientation toward teamwork with the ability to work independently with limited supervision in a dynamic work environment
- Empathy and passion for law enforcement, fire and emergency services
- Strong understanding of the 100 Club of Chicago's mission and enthusiasm for building support for its programs
- Upbeat approach to working with/for constituents

Core Competencies (Requirements):

- Teamwork: Work together with others and help others to work cooperatively to accomplish objectives
- Attention to Communication: Deliver clear, effective communication and take responsibility to understand others
- Service Orientation: Commit to satisfying internal and external clients
- Interpersonal Awareness: Elicit, notice, interpret and anticipate others' concerns and feelings
- Initiative: Proactively identify, act on and see through opportunities and pitfalls

- Results Orientation: Focus on desired results and set and achieve challenging goals
- Concern for Quality: Monitor work, systems and processes and take action to ensure they meet or exceed standards
- Flexibility: Respond quickly to change and easily consider new approaches
- Stress Management: Maintain performance and self-control under pressure.
- Integrity and Truth: Gain the trust of others by taking responsibility for own actions and telling the truth

Please email resumé and cover letter to:
Caitlyn Brennan, cbrennan@100clubIL.org