

City of Chicago Job Description: Senior Fellow for Housing Stability

POSITION DESCRIPTION: Senior Fellow for Housing Stability

REPORTS TO: City of Chicago

FLSA: Full Time, Temporary (1 year-Term)

POSITION OVERVIEW: As part of an ongoing effort to promote housing stability across Chicago, the City of Chicago Mayor's Office and United Way are prioritizing support for residents to mitigate and prevent a large increase in evictions with the impending end to the federal and state moratoriums. To lead this work, we seek a Senior Fellow for Housing Stability to support community-based eviction prevention efforts in the city of Chicago. The Fellow will be housed within the Mayor's Office under the direction of the Chief Equity Officer with matrix reporting to senior Department of Housing (DOH) officials. The Fellow will be responsible for managing and facilitating a Housing Stability Community Response Team, which is a table made up of city leaders, community leaders, housing experts, and other key stakeholders that prioritize racial equity within the eviction prevention work. The Fellow will also be responsible for exploring and implementing programs and interventions that this body seeks, which could include navigating city and county processes and departments on behalf of impacted populations, interfacing with external philanthropic or business partners, enrolling residents in services, supporting other similar activities. The Fellow will also be tasked with convening partners, developing methods to track and evaluate City efforts, and identifying and incorporating best practices for eviction prevention in Chicago. Occasionally, this may include issues related to illegal lockouts and evictions.

The goal of the position is to provide a strong connection between community priorities and public sector leaders as well as strategic research and policy support to help thousands of Chicago residents stay in their homes and avoid homelessness or housing insecurity in the coming months.

CORE RESPONSIBILITIES:

This position will be housed in the Mayor's Office of Equity and Racial Justice, and under its direction will co-report to DOH, specifically matrix reporting to the Managing Deputy Commissioner of Community Engagement, Racial Equity and Strategic Initiatives. The Fellow will have responsibilities in a number of areas, including: building awareness about Chicago's related tenant protection laws as well as existing and upcoming legal and rental assistance offerings; convening stakeholders to identify and align initiatives and supportive services; identifying opportunities and best practices to improve racially equitable and inclusive housing policies and practices; using data to track, analyze and evaluate impacts over time, and dissemination of data, information and strategies (along with other possible duties as required). This person will:

- Act as a project manager to manage and facilitate meetings and outcomes for a Housing Stability Community Response Team as well as an overall support to DOH policy team to protect renters and prevent evictions
- Build strong working relationships with all of the partners on the Housing Stability Community Response Team with a specific focus on elevating the leadership and perspectives of community-based organizations participating
- Ensure that the Housing Stability Community Response Team is achieving eviction prevention outcomes within the 5-10 designated community areas, and that information and resources are reaching the highest-need residents in each community
- Encourage collaboration and data sharing between City departments and sister agencies to ensure that Chicago is advancing a holistic government approach to this critical challenge facing residents

- Serve as a public-facing liaison between other City departments, outside agencies, community leaders, tenants, landlords and the general public
- Conduct analysis to assist in the targeting and provision of eviction prevention supports; prepare presentations, produce reports, memos, and briefs
- Communicate and share openly their work on an ongoing basis (e.g., city blog posts, community presentations, media events & feedback sessions)
- Identify and research specific problems and areas of opportunities and concerns and make recommendations necessary to ensure team and operational efficiency
- Develop and communicate best practices in community-based eviction prevention to replicate in wards across Chicago and cities across the country
- Work with DOH and Mayor's Office policy, racial equity and community engagement teams to enhance communications and coordination across cross-sector housing stabilization efforts
- Other duties as assigned

REQUIRED QUALIFICATIONS:

- At least 5 years of work experience in a related field (housing support, community engagement and advocacy, policy development, data management)
- Experience working in partnership with community leaders across lines of difference, ideally including a background in inclusive facilitation and community outreach
- Demonstrated interest in housing/community development policy
- A deep belief in the value of lived experience
- Experience with racial equity principles and work, including cultural awareness
- Experience working in team-based setting and with diverse groups
- Personal commitment to high quality work
- Excellent communication skills, oral, written and public speaking
- Ability to think critically and creatively, using qualitative and quantitative data to drive decisions
- Negotiation/conflict management skills
- Detail oriented and entrepreneurial
- Ability to multi-task and prioritize efforts across multiple simultaneous projects
- Ability to work both as part of a team and individually while meeting deadlines

DESIRED QUALIFICATIONS:

- Experience working on city government initiatives
- Experience working with city, state, and federal-level datasets
- Experience leading projects or programs from concept through implementation (including strong project management skills)
- Experience working in cross-functional teams
- Knowledge of Chicago housing stakeholders
- Recommended: Valid Driver's License. A driver's license is helpful to the degree that some in-person community meeting locations may be harder to reach by transit than others. In these instances, the Senior Fellow would have access to a City-owned car.

BENEFITS OFFERED: Medical, Dental and Vision Life and AD&D Insurance Disability Leave Paid Parental Leave Paid Family Leave Employee Assistance Program 401k Plan Paid Time Off including: Personal Time, Sick Time and Paid Holidays

SALARY: \$90,000

SUBMIT YOUR INTEREST:

Candidates must officially apply through United Way of Metro Chicago Careers page: <https://bit.ly/3q7x371>

A cover letter and resume are required for consideration for this position. The cover letter should be included in the same document as your resume and should specifically address your interest in evictions/housing policy and highlight related skills and experience. The responsibilities listed above are intended to describe the general nature and scope of work required in the role. The above is not intended to be an exhaustive list of all responsibilities and duties required. The incumbent may be asked to perform other duties as assigned.