



COOK COUNTY, ILLINOIS

Racial Equity Coordinator Opportunity in Chicago

The Cook County Department of Office Under the President is seeking a Racial Equity Coordinator to join our team.

Cook County offers great benefits and the chance to participate in a strong tradition of public service. Cook County is home to more than five million residents, roughly 45% of Illinois' population. Cook County Government provides a range of vital services and programs that enhance the quality of life for residents across the region. These services range from health care to urban planning. Cook County is committed to empowering its employees to bring our constituents the best that public service has to offer.

Under the direction of the Director of Equity and Inclusion, the Racial Equity Coordinator is the front-line coordinator and project manager for all high-level administrative tasks in the Office of Equity under Cook County's Offices Under the President (OUP). The Racial Equity Coordinator assists with the creation of solution development and administrative coordination for equity related activities, including, but not limited to, language access, Racial Equity Leadership Council coordination and internal Racial Equity assessment data. The Racial Equity Coordinator assists with the implementation of policies created by Director including but not limited to the Racial Equity Policy and the Language Access Policy. This role supports the implementation and County adoption of the Racial Equity and Language Access Policies. Collaborates in the administration of Racial Equity Training efforts to increase intercultural competence and grow inclusive leadership skills of OUP employees and assists with the administration of the Language Access Program.

How do I apply?

Please submit a Cover letter and Resume to Shakmanexemptapplications@cookcountyil.gov.

When are Resumes due?

Until Filled.

SNAPSHOT OF COOK COUNTY:

- Cook County employs over 22,000 employees who work in a variety of skilled jobs and trades.
- Health Care – Cook County established the nation's first blood bank in 1937. Cook County Hospital was the first to have a dedicated unit for trauma services. Today our healthcare system treats more cancer patients than any other provider in the metropolitan area.

- Technology – Cook County’s Bureau of Technology provides technology support to Cook County offices and employees, with its wide area network providing service to more than 120 municipalities.
- Courts – Cook County oversees one of the nation’s largest unified criminal and civil justice system and administers the largest single jail site in the country.
- Highway – Cook County maintains almost 600 miles of roads and highways.
- Land – Cook County assesses the value of more than 1.5 million parcels of taxable land and collects and distributes tax funds as a service for local government taxing bodies.
- Safety – Cook County provides vital services to local government, from conducting elections in suburban areas to offering 911 services in unincorporated areas and municipalities.

Location:

Located in the Loop District of downtown Chicago, one of the most formidable business districts in the world, the area has an astounding number of cultural foundations, stunning parks such as Millennium Park and Maggie Daley Park, steps away from the Chicago Riverwalk, award-winning restaurants and plenty of shopping!

In addition, Chicago is serviced by multiple bus and train lines for public transportation from the suburbs to the city, taxis are plentiful, public parking garages for motorists, and bicycle share rentals and local bike lanes for bicyclist.

Benefits:

Cook County employees have access to a variety of benefits, including:

- Medical and Pharmacy Plans
- Dental Plans
- Vision Plan
- Flexible Spending Accounts – Health Care and Dependent Care
- Life Insurance – Group Term and Supplemental Life
- Commuter Benefits
- Pre-paid Legal Services
- Retirement Benefits
- Competitive Base Pay

Post Offer testing:

This position requires successful completion of post-offer tests, which may include a background check, drug screen and medical examination.

PURSUANT TO EXECUTIVE ORDER 2021-1 AND COOK COUNTY’S MANDATORY COVID-19 VACCINATION POLICY, THE SELECTED CANDIDATE WILL BE REQUIRED TO EITHER SUBMIT PROOF OF FULL VACCINATION OR A REQUEST FOR REASONABLE ACCOMMODATION PRIOR TO THE START OF EMPLOYMENT. PLEASE CLICK THE FOLLOWING HYPERLINKS FOR THE FULL TEXT OF EXECUTIVE ORDER 2021-1 AND THE COOK COUNTY MANDATORY COVID-19 VACCINATION POLICY.

[EXECUTIVE ORDER 2021-1](#)

Pursuant to the Shakman Consent Decree, Supplemental Relief Order and the Cook County Personnel Rules, this position is exempt from the County's career service rules, is at-will and political reasons or factors may be considered when taking any employment action. As an employee in a Shakman exempt position, if you do not currently live in Cook County, you will have six (6) months from date of hire to establish actual residency within Cook County.

COUNTY OF COOK



Bureau of Human Resources

118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 9365
Job Title: Racial Equity Coordinator
Salary Grade: 20
Bureau: Offices Under the President
Department: Offices Under the President
Dept. Budget No. 1010
Position I.D. 0121700
Shakman Exempt

Characteristics of the Position

General Overview

Under the direction of the Director of Equity and Inclusion, the Racial Equity Coordinator is the front-line coordinator and project manager for all high-level administrative tasks in the Office of Equity under Cook County's Offices Under the President (OUP). The Racial Equity Coordinator assists with the creation of solution development and administrative coordination for equity related activities, including, but not limited to, language access, Racial Equity Leadership Council coordination and internal Racial Equity assessment data. The Racial Equity Coordinator assists with the implementation of policies created by Director including but not limited to the Racial Equity Policy and the Language Access Policy. This role supports the implementation and County adoption of the Racial Equity and Language Access Policies. Collaborates in the administration of Racial Equity Training efforts to increase intercultural competence and grow inclusive leadership skills of OUP employees and assists with the administration of the Language Access Program.

Key Responsibilities and Duties

Responsible for the implementation of policies created by Director including but not limited to the Racial Equity Policy and the Language Access Policy.

Supports the Director with development, implementation and monitoring of programs and trainings related to racial equity and inclusion.

Manages the Director's schedule. Coordinates and confirm meetings and events for Racial Equity Leadership Council (RELC) and working groups.

Prepares agendas and materials for meetings, events and presentations.

Assists with drafting, editing, and proofreading correspondence, reports, and other documents.

Manages external communication with community partners and responds to all incoming communication in a timely manner. Responds to all communication as needed.

Owns administration of Racial Equity SharePoint hub for racial equity information and communications.

Manages Racial Equity electronic document filing and organization.

Provides additional support as necessary to ensure the effective and efficient functioning of Office of Equity

Assists the Director with special projects as needed.

Knowledge, Skills and Abilities

Knowledge of office management principles and knowledge of supervisory and training techniques.

Possesses a passion for social equity, an understanding of systems-level versus individual-level change, and transactional and transformational leadership as it relates to racial equity and improving outcomes.

Skill in conflict resolution, facilitation and presentations on topics of structural racism and racial equity.

Strong leadership skills and experience dealing with highly sensitive, complex situations in advancing equity and racial justice with tact and diplomacy.

Strong verbal and written communication coupled with excellent facilitation and presentation skills.

Ability to be highly organized, detail-oriented, flexible, resourceful, and a self-starter.

Ability to work across a matrixed organization and motivate County teammates to be strong leaders and advocates for racial equity.

Ability to provide high level customer service and interact with a wide range of stakeholders including Cook County Board of Commissioners and their staff.

Ability to clearly communicate with elected Cook County officials, outside agencies and community leaders.

Ability to speak before groups of all levels on a variety of subject matters relating to equity, inclusion and diversity.

Ability to coordinate several tasks at one time and perform well under pressure.

Minimum Qualifications

Possession of a High School Diploma or General Education Development (GED) certificate PLUS a minimum of three years of experience in Project Management, Social Work, Public Policy, or Public Administration.

Preferred Qualifications

Experience working with diversity, equity and inclusion programs.

Experience with Microsoft Office Suite including Microsoft Outlook, Word, Excel and PowerPoint.

Physical Requirements

Sedentary Work

Sedentary Work involves exerting up to 10 pounds of force occasionally or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects. Sedentary work involves sitting most of the time but may involve walking or standing for brief periods of time.

The duties listed are not set forth for purposes of limiting the assignment of work. They are not be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.