



**OFFICE OF THE
KANKAKEE COUNTY STATE'S ATTORNEY**

JIM ROWE
STATE'S ATTORNEY

Community Division
369 N. 5th Ave
Kankakee, IL 60901

EMPLOYMENT OPPORTUNITY

- POSITION:** **Program Coordinator, Justice Academy After-School Program (Part-Time)**
- DESCRIPTION:** The State's Attorney's Office is seeking a Program Coordinator to oversee planning, implementation, coordination and execution of the after-school programming; recruit volunteers; coordinate with community partners and actively form additional community partnerships to expand community opportunities available to youth enrolled in the Justice Academy after school program. This position is a grant-funded position contingent upon ongoing receipt of the grant.
- REQUIREMENTS:** Proven experience as a program coordinator or similar level of responsibility involving youth programming is preferred. Exceptional communication and writing skills are essential. Demonstrated proficiency in Microsoft Office and ability to master new computer programs/technology. Ideal candidate will be able to perform in a stressful, youth-focused environment, and have a demonstrated experience of working with children. Must be able to pass a thorough background check.
- HOURS/COMPENSATION:** Commitment: Approx. 20 hours per week (during after-school hours)
Rate of Pay: \$17.50/hr.
- LOCATION:** Kankakee County is located approx. 45 minutes south of Chicago and offers affordable housing with a wide range of recreational resources. The Justice Academy after school program will be located at Avis Huff Student Support Service Center.
- DATE OF POSTING:** April 6, 2021
- SEND RESUME AND 2 PROFESSIONAL REFERENCES TO:**
- Joshua Sampson, Director of Restorative Justice
Avis Huff Student Support Service Center
369 N 5th Ave,
Kankakee, Il. 60901
jsampson@k3county.net

**THE KANKAKEE COUNTY STATE'S ATTORNEY'S OFFICE AND THE
COUNTY OF KANKAKEE ARE EQUAL OPPORTUNITY EMPLOYERS**