



**STRIDES FOR PEACE**  
**ADMINISTRATIVE ASSOCIATE: PARTNERSHIPS AND EVENTS**  
**JOB DESCRIPTION**

**The Basics**

- Flexible hours, primarily work from home with occasional meetings.
- Initially up to 10 hours per week with more needed in May and early June as the race date approaches (range 5-25 hours per week).
- Commitment to work through June 30, 2022.

**The Person**

- Passion for ending gun violence and experience or interest in working with non-profit and community organizations
- Flexible attitude, problem solver, sense of humor, collaborator, responsive, service oriented
- Comfortable with the uncertainty that comes with working in a small, growing organization. Can work independently and not afraid to take initiative
- Affinity for working with a wide range of people and communities

**The Skills**

- Strong computer skills. Excel, Word and Google Docs required. Adobe, Word Press awesome. Flipcasue or relationship management programs a super plus.
- Not afraid of social media platforms -- being good at it even better
- Organized and detail oriented
- Good communicator, writing and editing skills
- Experience with events a plus

**The Responsibilities**

Assist Executive Director in multiple aspects of Strides for Peace including but not limited to:

- Maintaining database of partners, vendors, board, participants and donors and assist in efforts to organize more effectively
- Being a thought and editing partner with ED and race committee
- Scheduling and preparing for meetings and assisting with event prep
- Assisting in reports, newsletter and communications
- Acting as a liaison to community partner and affiliates and general/race inquiries
- Provide general administrative support as needed



## About the Organization

### Vision

Strides for Peace envisions a Chicago where all can thrive and live free of the fear of gun violence.

### Mission

Our mission is to increase the collective impact of community organizations working to end gun violence, save lives and build a stronger Chicago.

We believe that everyone has a stake in ending gun violence and that communities have the answers. Our work is centered around harnessing the power of community organizations and providing new pathways for people who care to get involved.

### Our Strategy

Our strategy is founded on the understanding that community organizations and grassroots leaders are among our city's greatest assets, but too often are left out of decision- and policy-making, resulting in approaches and narratives that miss opportunities for impact, equity and change. We view these structural exclusions as creating investment and proximity gaps, and our work is centered on closing these gaps by providing funding, field development, advocacy and civic engagement opportunities.

### Our Core Values

#### *Equitable Partnerships*

We believe true partnerships are ones where there is shared power and mutual benefit. Our community partners are our north star.

#### *Trusted Relationships*

We believe that making structural change requires relationships with the people and communities most impacted and the engagement of diverse stakeholders.

#### *Lived Experience*

We believe an understanding of our problems and their attending solutions must include the strategic insights gained from people most impacted and those with boots on the ground, responsible for street level implementation.

#### *Better Together*

We believe that to end gun violence we must invest in collaboration, lead with what we share in common and learn from each other.

#### *Open Doors*

We believe to end gun violence we must meet people where they are and offer new ways to deepen their understanding and engagement.

#### *Change*

We believe change is not an intellectual exercise but a human experience. Love, trust, and hope are essential ingredients of change.

## The work of Strides for Peace is centered around the following core programs:

### Investment

Strides for Peace believes community organizations and grassroots leaders are among our city's greatest assets, but that investment gaps exist, missing opportunities for impact, equity and change. We address these gaps by providing community-driven funding, opportunities to raise unrestricted funds, in-kind resources and administrative support. All of our investments, whether financial or in-kind, are led by what our community partners say they need to be more effective. By addressing investment gaps in the current nonprofit ecosystem, we help to better leverage existing resources.

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## **Field and Capacity Building**

We strive to increase impact by seeding an ecosystem for convening, collaborating, networking and learning for those working to address community gun violence.

### *Convene*

We bring organizations and individuals from across Chicago to share knowledge and resources about a number of strategic, program and administrative issues.

### *Collaborate*

Collaboration takes an investment in time and skill and faces many barriers. We do the muscle work on key projects to facilitate collaboration and ensure insights can turn into action. In addition, we foster collaboration across a number of our key activities such as the Race Against Gun Violence and targeted introductions to organizations and individuals with aligned missions.

### *Network*

Insight and innovation often emerge organically, resulting from informal conversations and relationships. We facilitate events to expand relationships and influence across the nonprofit ecosystem which includes community organizations, civic institutions and donors.

### *Learn*

We host workshops designed to address knowledge gaps identified by our community partners across a range of topics from marketing and risk assessment to wellness. In addition, we curate information about resource and event opportunities that would specifically benefit our community partners.

### *Coach*

We work closely with a number of grassroots leaders to increase personal and professional capacity and strengthen access to existing resources and opportunities.

### *Support*

Field and capacity building requires a boots on the ground understanding of opportunities and challenges. We regularly visit and provide onsite support to our community partners as volunteers to learn about their work, develop relationships and simply help out!

## **Storytelling**

Our story is not just about Strides for Peace, but the collective efforts of our all partners and friends. We believe many of these stories get lost in the news and academic research and to the general public, so we produce media assets and events to provide new and different paths to understanding. Current projects include the Choose Hope and Why I Run mini film series, Interactive Community Map, arts partnerships (Civic Orchestra, Crosses for Losses), and panel discussions.

## **Advocacy**

Strides believes an understanding of our problems and their attending solutions must include the strategic insights gained from people most impacted and those with boots on the ground, responsible for street level implementation. We work to ensure the voices, insights and experiences of our partners are included in stakeholder, decision-making and public conversations.

## **Bridge Building**

Across neighborhoods, organizations, people and sectors we know we are better together. Whether through our Race Against Gun Violence, Corporate Social Responsibility, Choose Hope panels or Membership programming, special events or individual introductions, we are dedicated to being the connectors that lead to increased understanding and engagement.

*Strides for Peace is an Affirmative Action / Equal Opportunity / Disabled / Veterans Employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, status as an individual with a disability, protected veteran status, genetic information, or other protected classes under the law.*