



Collaboration Specialist Position Description

ABOUT EAST SIDE ALIGNED

In 2015, community members developed a bold agenda—The East Side Aligned [Roadmap](#)—aimed at creating the conditions for all children and youth within the East St. Louis School District 189 footprint to be healthy and safe in their environments; socially connected and emotionally secure; successful in school, college, and work; and positively engaged in their community. With over 180 strategies, the Roadmap reflects the community's aspirations for young people and the willingness of organizations to work together to create the conditions for children and youth to thrive across their cradle-to-career journey. In 2022, East Side Aligned, the organization, was formed to sustain the work of strengthening community collaboration and facilitating systems change.

POSITION SUMMARY

The Collaboration Specialist provides facilitative leadership, project management assistance, and other strategic supports to one or more area community collaboratives, advancing initiatives within ESA's key impact areas: Early Childhood, Out-of-School Time, Youth Mental Health, Violence Prevention, and Youth and Family Leadership.

The position helps to equip individuals and organizations with tools and resources to achieve shared goals toward improving the readiness and well-being of youth. The ideal candidate will be a strategic thinker, strong relationship-builder, and an organized implementer who thrives in a collaborative, mission-driven environment.

KEY RESPONSIBILITIES

- Provide facilitative leadership to one or more collaborative groups, helping guide collective strategy development, decision-making, and implementation efforts.
- Build and maintain strong, trusting relationships with collaborative partners.
- Support collaborative planning processes, including convening meetings, developing agendas, facilitating discussions, and documenting outcomes.
- Assist in managing project budgets, timelines, and deliverables, ensuring compliance with funding requirements and internal standards.
- Meaningfully engage stakeholders, prioritizing inclusive and equitable participation.
- Conduct research and gather community insights to inform strategy and continuous improvement.
- Prepare reports, presentations, and updates for internal and external audiences.
- Assist with other relevant, mission-driven duties as assigned.

REQUIRED QUALIFICATIONS

- 3+ years of experience in project management, community engagement, or cross-sector collaboration, ideally within a nonprofit or public service context.
- Demonstrated experience in stakeholder engagement and group facilitation
- Strong organizational and time management skills, with the ability to manage multiple complex projects.
- Excellent interpersonal and communication skills, both verbal and written.
- Commitment to equity, inclusion, and community-driven change.

PREFERRED QUALIFICATIONS

- Bachelor's or Master's degree in relevant fields (e.g., Social Work, Public Health, or related field).
- Budget management experience.
- Familiarity with collective impact, Results-Based Accountability, or other frameworks for collaborative work.
- Knowledge of trauma-informed practices and equity-based approaches
- Experience with grant-funded projects

SALARY: \$50,000

BENEFITS (*Partial List*):

- Competitive medical/dental/vision insurance plans; 80% of base plan covered by ESA
- 4% 401(k) employer contribution
- Employer paid short-term disability, long-term disability, and life insurance
- Human-centered Paid Time Off (PTO) and Leave policies
- Flexible work schedules and the option to work remote up to 2 days a week

WORK CONDITIONS: We are committed to attracting, retaining, and engaging a committed, talented, and diverse team. East Side Aligned prioritizes a positive, flexible environment and successful work-life balance. While this position will primarily work Monday – Friday during business hours, occasional evening and weekend hours will be required, with advance notice, to attend meetings and events.

Submit cover letter, resume, and questions to admin@eastsidealigned.org

Position will be posted until filled