



**Institute for Nonviolence Chicago**  
**Job Posting: FLIP Fiscal Coordinator**

**ORGANIZATION OVERVIEW:** In its history, the Institute for Nonviolence Chicago (INVC) has reached thousands of Chicagoans affected and traumatized by violence and has been the architect and pacesetter for the nonviolence movement in Chicago today. For the last five years, Nonviolence Chicago has taken up the peaceful charge against violence in Chicago. With a hands-on, mind-on approach to ending violence, we work in and part of each community we serve. Our work is propelled by the principles of Dr. King which daily underscore all our actions. The catalytic effect Nonviolence Chicago has had in its short lifetime is widely recognized, including bringing attention to the need for coalitions and a citywide response and financing to meaningful violence reduction. INVC is a mission driven organization, committed to the growth and success of our team. We believe in investing in and supporting the needs of our staff and creating a healthy and happy workplace culture. We are looking for innovative thinkers and a dedicated team to elevate Nonviolence Chicago as we continue our work of saving lives and strengthening our communities.

**POSITION OVERVIEW:** The FLIP (Flat Lining Violence Increasing Peace) Peacekeepers Program is part of the Reimagine Public Safety Act, and it aims to reduce firearm violence in Chicago's most highly impacted blocks by partnering with young men and women who live in neighborhoods that are at high risk for violence. These individuals are given a stipend to act as peacekeepers and mediate conflict in their own communities. INVC played a key role in the FLIP pilot program starting as early as 2018 and recently received funding from the State to continue this critical work year around. **Reporting to the VP of Operations & Strategic Partnerships, the FLIP Fiscal Coordinator assists with the stipend process for all FLIP participants.**

**ESSENTIAL FUNCTIONS:**

- In collaboration with supervisor, oversee the FLIP participant stipend process for all INVC FLIP locations
- Review daily sign-in sheets and save in appropriate location for grant documentation purposes
- Submit weekly spreadsheet to supervisor documenting the appropriate participant payment amount based off sign-in sheets from each location
- Troubleshoot unique situations related to the participant stipend process as they arise, such as lost cards or difficulties with the activating card
- Communicate directly with bank to cancel bank accounts for participants who are no longer active in the program
- Collaborate with colleagues in finance/development to make sure participant stipends are being deducted from the grant appropriately and that grant deliverables are being met
- Assist with other projects as assigned

**QUALIFICATIONS:**

- Excellent in Microsoft Office Suite, particularly Excel, and comfortable using computer programs to track participant engagement
- High level of attention to detail and documentation
- Ability to communicate effectively both verbally and in written form with a diverse population
- Ability to meet prescribed deadlines, collaborate as part of a team and respond well to supervisor direction and follow up
- Ability and commitment to maintain high level of confidentiality
- Maintains a passionate commitment to social justice, equity, and violence reduction in the City of Chicago
- Possess a strong sense of compassion and patience for serving an underserved population

**Salary/Benefits:**

Competitive/commensurate with experience and other qualifications. Competitive benefits package available, including Health, Life, and 401K. Employment with INVC requires proof of vaccination or an approved medical exemption.

To apply, please send a cover letter along with your resume to [hiring@nonviolencechicago.org](mailto: hiring@nonviolencechicago.org).

**Institute for Nonviolence Chicago -- EEO Statement**

Institute for Nonviolence Chicago provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Institute for Nonviolence Chicago complies with applicable state and local laws governing nondiscrimination in employment in every location in which the organization has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.