



402 N. St. Louis Ave. Chicago, IL 60624 PHONE: (773) 722-1144
FAX: (773) 722-1434 www.breakthrough.org

Career Opportunity:

Title: Monitoring & Compliance Coordinator's

FLSA: Exempt; Full-Time

Location: Breakthrough-Men's Center 402 N. St. Louis Avenue Chicago, IL 60624

Position Summary:

The Monitoring & Compliance Coordinator's is responsible for all aspects of the grant monitoring process for the designated funding stream. This includes development, implementation and technical assistance.

The Monitoring & Compliance Coordinator's role will include but not be limited to:

- Collects and analyzes quantitative and qualitative data for program funding streams.
- Benchmarks performance against previous program achievement, peer organizations, and established industry standards and best practices.
- Prepares written monitoring reports, charts and graphs providing statistical, comparative and trend analysis.
- Highlights problem areas and potential failures to meet programmatic or organizational goals related to quality in the early stages and develops plans for improvement.
- Update and maintain monitoring and compliance policies, procedures, and materials
- Conduct routine program audits

Educational/Experience Requirements:

Bachelor's degree in social services or a related field preferred; Minimum of 1-3years related experience. Must be a leader with a proven track record of results with employee performance and management; or a combination of related work experience and college course work. Candidate should possess working knowledge of Microsoft Word, Excel, and Powerpoint.

Compensation/Benefits:

In exchange for the above, we offer competitive wages and a comprehensive benefit package including: paid time off, group health benefits, free fitness center membership, employee discounts and more.

To Apply:

Send/email/fax cover letter and resume to:

Breakthrough Urban Ministries Attn: H.R. 402 N. St. Louis Avenue Chicago, IL 60624

E: tpoplous@breakthrough.org

Fax: (773) 722-1434



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All qualified candidates will receive consideration without regard to race, color, sex, national origin, age, disability, marital status, veteran status, political affiliation, sexual orientation, or any other non-merit factors. If a reasonable accommodation is needed for any part of the application and hiring process, please contact us via the telephone number listed above. The decision on granting reasonable accommodation will be on a case-by-case basis.