



PROGRAM ASSISTANT - Chicago Lights Social Services Center

Job Description

September 2026

Classification: Nonexempt

Status: Temporary/Part-time

Reports to: Project Case Manager

Program Description

The Chicago Lights Social Service Center connects with over 1,700 adults to encourage self-development, deep connections, and brighter futures through case management, enrichment programming, and food and clothing services.

Summary Description

The Program Assistant will be responsible for assisting the Project Case Manager with overseeing operations, organization, and programming of the Living Room. The Living Room is a welcoming, supportive space designed to foster community, meaningful conversation, connection, and provide access to helpful resources for adults who are experiencing, or at risk of experiencing homelessness. The Living Room is a day-time warming center that is open from October to April from 12:00-3:00 PM.

Primary Responsibilities

- Assist with setting up living room supplies including but not limited to tables, chairs, cots, snacks, and drinks.
- Assist the Program Assistant with planning and facilitating programming for Living Room participants.
- Assist the Program Assistant with facilitating meaningful conversation and connection with Living Room participants.
- Assist with clean up tasks after programming and ensure that room is left in the same condition it was found.
- Assist Program Assistant with checking in participants for programming upon arrival.
- It is impossible to convey every single task into one job description. As the role evolves over time, this job description will be adjusted accordingly.
- Other duties as assigned.

Schedule

This is a part-time, temporary position requiring 20 hours per week. The regular work schedule is Tuesday through Friday, from 11:00 a.m. to 4:00 p.m.

The position will begin on October 1, 2026, and end on April 15, 2027.

Compensation: This is a hourly pay position at \$19 per hour.

Qualifications

- 1+ year experience working in a social service setting and/or with unhoused populations
- Willingness and ability to work in a team environment.
- Familiarity in working with people experiencing a variety of individual and systemic barriers including housing and income instability, severe mental illness, and substance use issues.
- Knowledge of social service agencies in Chicago area.
- Excellent verbal and written communication skills.
- Ability to multi-task and work on a diverse array of projects.
- Excellent interpersonal skills and ability to successfully relate to diverse populations
- Understanding and commitment to providing trauma informed care and working with individuals from diverse backgrounds
- Strong work ethic and judgment, apparent collaboration skills, and a commitment to Chicago Lights' mission.
- Requirement to arrive to work on time and be engaged throughout the duration of the shift.
- Commitment to racial equity and social justice: Recognize the role of race, income, age, immigration status, and other identities in shaping disparities, and work toward amplifying community voices to advocate for equity. Recognize how your own identities show up in the work, and welcome, reflect on, and act on feedback with an eye toward continuous learning about race, ability, and other lines of difference.

Physical Requirements Work Environment

The physical demands and work environment described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodation may be made to enable individuals with different abilities to perform essential functions.

- Must be able to participate in online virtual communications including email, video conferencing, and other online tools used to facilitate virtual office culture and work sharing.
- Smoke and drug (illegal or recreational) free environment.
- Fourth Church/Chicago Light aims for accessibility in any off-site location in its control, but some of them may not be fully accessible.
- This role requires sitting and standing
- Lifting requirements of 30 pounds

EEO Statement

Fourth Presbyterian Church/Chicago Lights is committed to equal employment opportunity for all qualified persons, without regard to race, color, citizenship status, national origin, ancestry, sex, sexual orientation, gender identity and/or expression, age, creed, physical or mental disability, marital status or familial status, veteran status, military status, source of income, political affiliation, or any other factor protected by law. Fourth Church/Chicago Lights seeks to build and retain a diverse staff and is committed to fostering an equitable and inclusive workplace where everyone is treated as a respected and valued member of the team. Fourth Church/Chicago Lights is committed to elevating the voices of women, young people, people of color, Native people, immigrants and refugees, low-income people, LGBTQ+, and transgender, gender non-conforming, and non-binary people, people with disabilities, and young parents. We encourage people from these communities to apply.

