



## ORGANIZATION: YWCA Olympia

**ABOUT YWCA OLYMPIA IN 2020:** Over the past several years, YWCA Olympia has worked hard to align our programs and our organizational culture with our central focus of Intersectional Racial Justice, working at the intersections of race, gender and poverty. The organization has also adopted an updated Theory of Change, which provides a roadmap for program development and that articulates our organizational scope:

*YWCA: A Center for Healing in Community, Antiracist Education and Participant-Led Advocacy*

*We are actively striving to center Black and Indigenous Womxn & Womxn of Color. We see womxn as inclusive, fluid, and based on self-identify.*

*We are working toward serving people of all genders who are impacted by racism or sexism.*

With this framing, staff are committed to providing community building, antiracist education and participant-led advocacy opportunities at all levels of the organization: youth, adults and community. All staff positions are aligned with and support YWCA's values, core strategies, and organizational culture.

Our values are:

Centering Black and Indigenous Womxn & Womxn of Color  
People Over Systems  
Accountability  
Collective Care

**POSITION TITLE:** Racial Justice Events Series and Development Specialist

**GOAL(S):** The role of the Racial Justice Events Series and Development Specialist is to engage community members and organization donors to deepen their antiracism skills and to center and be accountable to folks most impacted by intersectionality.

**SUMMARY OF POSITION:** This position will work with YWCA Co-Director(s) and the Adult Programs Team and will be responsible for three main areas: Special Events, Digital Communications and Donor Stewardship.

**ESSENTIAL RESPONSIBILITIES:**

Event Coordination:

- Work with Co-Director and Adult Programs Team to coordinate, administer and oversee YWCA Racial Justice Event Series. This will include Rise Against Racism, Mission Impact Events (informational lunch or breakfast events), Womxn of Achievement, and other events such as film screenings, panel discussions, and community book reads. This position will also provide logistics and registration support for the Let's Talk Workshop Series.
- Oversee in-person and/or virtual event logistics including but not limited to ticketing via agency database processor (Compass 360), RSVP lists, marketing, sponsorships, invitations, event volunteers, internal & external communications, facility rental/use, catering, a/v support, event planning meetings, in kind procurement & recording.

- Participate in co-facilitation of these events as necessary and coordinate staff and board engagement in planning and co-facilitation.

#### Digital Communications:

- Maintain and update agency website (WordPress platform) using branded marketing in collaboration with program staff and Co-Director(s)
- Administer (create content) main agency social media accounts (Facebook, Twitter, Instagram) integrating with program staff as needed.
- Maintain YWCA MailChimp audiences (adding, cleaning, tagging)
- Collaborate with Co-Director(s) and program staff to distribute YWCA Quarterly E-blasts

#### Donor Stewardship

- Gift processing and recording using YWCA database system (Compass 360) - Enter as accounts receivable, ensuring the integrity and accuracy of the data
- Manage donor records and lists
- Prepare and send donation thank you acknowledgments (written and verbal)

#### Other

- Participate in collective YWCA visioning and strategic planning, conflict navigation and relationship & community building.

#### QUALIFICATIONS:

- Event planning/coordination/support experience
- Facilitation experience (meeting facilitation, public speaking, etc)
- Data entry and database experience
- Detailed administrative task experience
- Experience prioritizing, delegating, and multi-tasking while meeting deadlines and managing a budget

**HOURS:** The Racial Justice Events Series and Development Specialist is a 32-hour per week position. Flexible work schedule options are provided. Attendance will be required at occasional evening, early morning and/or weekend events.

**RATE OF PAY/BENEFITS:** This is a 32-hour per week position with an hourly pay rate of pay at \$18 per hour. Full benefits package is provided, which includes health, dental and vision. After two years of employment, eligible employees are also enrolled in the YWCA Retirement Fund with employer contributions made monthly.

**To APPLY:** Send cover letter, resume and contact information for three references by email to YWCA Human Resources at [HR@ywcaofolympia.org](mailto:HR@ywcaofolympia.org) with **Program Specialist - RJ Events Series & Development** in the subject line.

*Position is open until filled.*

***YWCA Olympia is actively recruiting persons from various ethnic and cultural backgrounds to enhance service to our diverse communities. Diverse and bilingual candidates are encouraged to apply.  
YWCA Olympia is an Equal Opportunity Employer.***

YWCA Olympia | 220 Union Ave. SE Olympia, WA 98501 | [www.ywcaofolympia.org](http://www.ywcaofolympia.org)