



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: Youth Social Justice Programs Coordinator

GOAL(S): The role of the Youth Social Justice Program Coordinator is to engage young people in programming that builds community and connections while increasing learning around social justice through an intersectional feminist, anti-racist lens.

SUMMARY OF POSITION: This position will work with the Youth Programs Team and will be responsible for development, marketing, facilitation and administrative duties to sustain and grow YWCA’s Youth Social Justice programming.

ESSENTIAL RESPONSIBILITIES:

Youth Social Justice Event Coordination and Facilitation:

- Work with the Youth Programs Team to coordinate, administer and oversee Youth Social Justice Events and Programs. This will include a weekly Social Justice Club, monthly Social Justice Movie Night, Quarterly Social Justice workshop series, and spring and summer camps.
- Oversee in-person and/or virtual program/event logistics including but not limited to outreach, marketing, registration, internal & external communications, community and volunteer engagement.
- Facilitation of these events/programs as necessary and coordinate volunteer facilitators as needed.
- Developing programming that incorporates the perspectives and desires of the youth we are serving as well as YWCA Olympia’s values.
- Lead/participate in participant-led advocacy opportunities.
- Build and nurture community among participants.

Administrative tasks:

- Tracking grant requirements and making sure they are implemented in programming.
- Manage and monitor data entry duties and create data summaries as necessary
- Tracking/monitoring registrations and intakes
- Writing quarterly in-house and grant reports
- Keeping website and program marketing materials updated
- Writing donation request letters as needed

Other

- Participate in collective YWCA visioning and strategic planning, conflict navigation and relationship & community building.
- Work alongside the entire staff to support agency-wide events and special initiatives
- Conduct community outreach activities and public presentations as necessary.

QUALIFICATIONS:

- Unwavering commitment to the mission and values of YWCA Olympia.
- Dedication to personal growth and development in social justice knowledge and skills, especially focused on the intersection of race and gender.
- Experience working with youth.
- A self-motivated, creative, and resourceful individual.
- Interpersonal communication skills and adaptability.
- A desire to be engaged in collaborative, team-based work.
- Data entry and database experience .
- Detailed administrative task experience.
- Experience prioritizing, delegating, and multi-tasking while meeting deadlines and managing a budget

HOURS: The Youth Social Justice Program Coordinator 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 \$21.20 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 with **Program Coordinator - Youth Social Justice Programs** 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.***

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