

YWCA Metropolitan Phoenix Intern, Systems Change Initiatives

Eliminating racism. Empowering women. YWCA Metropolitan Phoenix's mission lives in the soul of everyone at YWCA because we demand a world of equity and human decency. We envision a world of opportunity. We commit ourselves to the work of justice. Every day, we get up and do the work, until institutions are transformed; until the world sees women, girls, and people of color the way we do: Equal. Powerful. Unstoppable. All YWCA staff members are expected to function as self-directed members of a collaborative team, to model professional standards and the YWCA Mission, and to help sustain an environment that encourages women's and girls' investment in themselves and the YWCA movement. We believe in **Self-Managed Teams (Learning, Creating, and Leading Together), Collaboration, Co-creation, Inclusivity, Respect, Engaged and Engaging, Fun and Joy.**

Work Environment: Work is performed primarily in a hybrid environment, in community and in the Glendale office.

Position Summary:

The Intern, Systems Change Initiatives is primarily responsible for supporting the work of the **Building Healthy and Resilient Communities** project in Northwest Maricopa County. The intern will be a supporter in engaging key community voices (individual leaders and groups). The Intern will: exhibit time management skills, basic research, writing and meeting planning skills, be able to meet project deadlines, accept direction, and work well with cross-sector and diverse audiences. The intern will also be skilled with technology.

Excellent work environment provided with competitive pay and opportunities for professional and personal growth. Success in this position will depend upon a positive outlook, solid work ethic, and the ability to operate in a team as well as function independently where required. The Intern position is an exciting opportunity for an organized, initiative-taking individual with excellent interpersonal skills seeking to join a team of seasoned professionals in engaging diverse communities.

This internship experience will provide strong foundational knowledge and exposure to community outreach and community partnerships. The selected Intern will be coming into a learning and inquiring environment. The Intern will exhibit a willingness to learn, to inquire and work together to create solutions. This position will allow the intern to gain an understanding of the key systemic issues and barriers that disproportionately impact access to health and mental health services for elders, people of color and LGBTQ youth ages 18-24.

Essential Functions

- Support the research and development of issue papers as needed for systems development work
- Participate in training on the YWCA Metropolitan Phoenix Race Equity Theory of Change
- Willingness and ability to:
 - Participate in the co-creation of recommendations for systems change
 - Assist with meeting logistics and preparation of materials as needed

- Assist in tracking weekly and monthly progress, including the number of calls made, appointments set, training schedules, and appointments kept with community partners and allies
- Other appropriate duties as assigned

Required Qualifications

- Must be 18 years of age or older
- Must be eligible to work in the U.S. (E-Verify confirmation)
- Understanding of and commitment to the YWCA mission of eliminating racism and empowering women
- Excellent verbal, written and people skills; English/Spanish bilingual proficiency appreciated
- Ability to work in a team environment where co-creation is a primary approach
- Demonstrated proficiency with Microsoft Office applications and web-based technologies

Desired Qualifications

- A collaborative approach to work while able to take ownership of tasks.
- Ability to coordinate multiple tasks simultaneously while being adaptable to changing work environments, work priorities, and organizational needs.
- Skills in basic research, data collection and geographic mapping preferred

Responsible to: Director, Systems Change Initiatives

Job Type: Non-Exempt

Flexible hours up to 12 hours per week at \$15 per hour during office hours, Monday through Friday, 9:00am to 5:00pm depending on availability or need. Some weeks may require evenings and weekend hours.

Availability: Applications are being accepted now

COVID-19 considerations:

All employees are encouraged to supply COVID shot records and be current on CDC-required vaccinations. All common areas are sanitized regularly. Masks are required in certain areas of operations

License/Certification Requirements:

- Driver's License (Required)
- Arizona Department of Public Safety Background Clearance



Work Location:

- Glendale Office or remote as scheduled with supervisor
- Community locations may be required for some duties

TO APPLY:

Submit your resume and 3 references to:

YWCA Metropolitan Phoenix
Subject: Intern, Systems Change Initiative
jobs@ywcaaz.org

YWCA Metropolitan Phoenix is committed to fostering a diverse and inclusive workplace. We are dedicated to hiring employees who reflect the communities we serve, including women, people of color, LGBTQ2S+ individuals, seniors, and people with disabilities. YWCA Metropolitan Phoenix will provide accommodations in all aspects of the hiring process. If you require an accommodation, we will work with you to meet your needs.