



YWCA Metropolitan Phoenix Project Coordinator, 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 Project Coordinator, Systems Change Initiatives is primarily responsible for supporting the work of the ***Building Healthy and Resilient Communities*** project in Northwest Maricopa County. Responsible for helping to establish and nurture relationships with key community voices (individual leaders and groups), the Project Coordinator will: exhibit exceptional time management skills, have a proven record of research, writing and meeting project deadlines, accept direction, possess exceptional communication skills with cross-sector and diverse audiences, have skills in meeting coordination and 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 Project Coordinator 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 position will also allow the incumbent 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.

The Project Coordinator requires at least 3+ years of experience collaborating with community partners in issues directed at collaboratively improving outcomes with community members.

Essential Functions

- Conduct research and develop issue papers as needed for our systems development work
- Participate in training on the YWCA Metropolitan Phoenix Race Equity Theory of Change
- Willingness and ability to:
 - Participate in discussions with community partners
 - Solicit feedback on key policy, systems, and environmental issues
 - Participate in the co-creation of recommendations for systems change
 - Participate in the programmatic and fiscal oversight and reporting on the grant as needed
- Coordinate meeting logistics and prepare materials as needed for community convenings
- Coordinate contact information and maintain status updates on key community leader interactions
- Track 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

- Project coordination experience
- 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.
- Highly motivated, self-directed, and proactive.
- Understanding of and commitment to the YWCA mission of eliminating racism and empowering women
- Excellent communication skills – written and verbal; proficiency in training/public speaking with diverse audiences. Bilingual skills preferred
- Demonstrated proficiency in MS Word, Excel, Teams, Outlook, and Zoom.
- Associate degree or a minimum of 3 years nonprofit, social service, training and/or public health experience equivalent

**Desired Qualifications**

- Experience in database management
- Working on equity-related programs or initiatives.
- Marketing and collaborative experience in community outreach.
- Training/Facilitation skills
- Demonstrated commitment to racial and gender equity and to the elimination of racism.

Responsible to: Director, Systems Change Initiatives

Job Type: Full-time, Exempt

Salary: \$42,000 – \$47,000

Schedule:

- 40 hours per week. Some weeks may require evenings and weekend hours.

Benefits:

- Health insurance
- Dental insurance
- Flexible spending account
- Life insurance
- Paid time off
- Vision insurance
- Retirement plan (employer contribution after 2 years)

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)
- Must be eligible to work in the U.S. (E-Verify confirmation)
- 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, cover letter and 3 references to:

YWCA Metropolitan Phoenix

Subject: Project Coordinator, Systems Change Initiative

Attn: jobs@ywcaaz.org

Open until filled

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.