

## YWCA Metropolitan Phoenix Program Assistant, 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. Successful candidates are on their own racial justice learning journey. 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:

YWCA provides an excellent work environment with competitive pay and the opportunity 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 environment, as well as function independently where required.

**The Program Assistant** is an exciting opportunity for an organized, initiative-taking individual with excellent interpersonal skills who is seeking to join a team of seasoned professionals in engaging diverse communities. The successful candidate has at least 2+ years', paid or volunteer, experience in collaborating with community partners on issues directed at improving outcomes with community members. 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 Program Assistant** is primarily responsible for supporting the work of **Building Healthy and Resilient Communities** project in Northwest Maricopa County. The Program Assistant will: Exhibit exceptional time management skills; Meet project deadlines; Possess exceptional communication skills with cross-sector and diverse audiences; Be able to manage various virtual platforms.

We encourage all who are interested and are passionate about serving community, who meet most of the minimum qualifications or skills below to apply. If you or someone you know has experience in advocacy and community building at any level, please forward or apply.

### Essential Functions

- Participate in training on the YWCA Metropolitan Phoenix Race Equity Theory of Change
- 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 Skills

- Prepare documentation for grants
- Process requests for payments for vendors and suppliers
- Attend staff meetings and taking minutes
- Respond to emails and returning calls
- Maintain team calendar and send out reminders of impending appointments
- Type letters and reports as may be required from time to time
- Assist in the planning and overseeing significant events
- Work collaboratively within a team environment
- Take ownership/responsibility of tasks of projects assigned/held
- Navigate quickly between projects
- Coordinate multiple tasks simultaneously
- Be flexible and adaptable to changing work environments, priorities, and organizational needs
- Highly motivated, self-directed, and proactive problem solver
- Excellent communication skills – both verbal and written
- Demonstrated proficiency in Microsoft Office 365, particularly in Excel

### Desired Qualifications

- Associate degree or a minimum of 2 years (paid and/or volunteer) nonprofit, social service, and/or public health experience equivalent
- Understanding of and commitment to the YWCA mission of eliminating racism and empowering women

**Responsible to:** Director, Systems Change Initiatives

**Job Type:** Up to 30 hours per week, scheduled with supervisor as work demands

**Salary:** \$17-\$19 per hour

### Schedule:

- Daytime hours although some weeks may require evenings and weekend hours.

### Benefits: *after 90-day waiting period*

- There are no employee benefits associated with this job.



**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 and 3 references to:

YWCA Metropolitan Phoenix

Subject: Program Assistant, Systems Change Initiative

Attn: [jobs@ywcaaz.org](mailto: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.

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