

## 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. 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 Project Coordinator** 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 4+ years' 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 Project Coordinator** is primarily responsible for supporting the work of **Building Healthy and Resilient Communities** project in Northwest Maricopa County. The Project Coordinator is also responsible for helping 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 project management and meeting 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
- Participate in discussions with community partners
- 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 Skills**

- Project coordination experience
- Demonstrated personal learning journey related to social and racial justice
- Ability to build and steward a portfolio of relationships across diverse communities
- Works collaboratively within a team environment
- Ability to take ownership/responsibility of tasks of projects assigned/held
- Ability to navigate quickly between projects
- Can coordinate multiple tasks simultaneously
- Ability to be flexible and adaptable to changing work environments, priorities, and organizational needs
- Highly motivated, self-directed, and proactive problem solver
- Ability to navigate with empathy through communities
- Able to inquire with thoughtfulness and kindness while keeping communities at the forefront
- Excellent communication skills – both verbal and written
- Bilingual/Spanish proficient, both verbal and written
- Demonstrated proficiency in Microsoft Office 365, particularly in Excel

### **Desired Qualifications**

- Associate degree or a minimum of 4 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
- Understanding of how policy works and how it can impact the lives of people.
- Ability to connect policy conversations and potential actions
- Training/Facilitation skills



**Metropolitan Phoenix**

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

**Job Type:** Full-time, Exempt

**Salary:** \$41,600 - \$50,000

**Schedule:**

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

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

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

**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.

The Building Healthy, Resilient Communities project (is/was) supported by the Centers for Disease Control and Prevention of the US Department of Health and Human Services (CDC/HHS) as part of a financial assistance award totaling \$498,689.45 with 100% funded by CDC/HHS. The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement by CDC/HHS, or the US government."