

Equity Coordinator

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.

Equity Coordinator is an exciting opportunity for an organized, initiative-taking individual who is seeking to join a team of mission-oriented advocates engaging diverse communities. This individual will be executing program support and administrative tasks. This individual possesses strong attention to detail, works well on a team, and can creatively problem-solve. They will display initiative and openness. Quick to get tasks done and communicated. They will also demonstrate confidentiality, discretion, and maturity while hearing, learning, and growing from the uncomfortable process of unpacking and unlearning through some of the topics we cover within our organization and workshops with the community.

We encourage all who are interested and are passionate about serving the community, who meet most of the minimum qualifications or skills below to apply.

Essential Functions

- Coordinate strategic and tactical responsibilities
- Build authentic relationships with racial, socio-economic, and gender diverse communities
- Collaborate with internal teams to support and engage volunteers/partners/staff
- Provide and create resources that support and inform potential and existing partners
- Assist with creating communication plans for internal and external communities
- Organize, plan and support events
- Ability to effectively contribute within a team on projects, events, or tasks

- Coordinate and manage established databases
- Other responsibilities as they emerge

Required Skills

- Project coordination experience
- Strong interpersonal skills and ability to provide customer service
- Demonstrated personal learning journey related to social and racial justice
- Ability to build and steward a portfolio of relationships across diverse communities
- Ability to work collaboratively within a team environment
- Ability to take ownership/responsibility of tasks and projects assigned/held
- Ability to be flexible and adaptable to changing work environments, schedules, priorities, and organizational needs
- Highly motivated, self-directed, and proactive problem solver
- Ability to navigate with empathy through communities
- Ability to inquire with thoughtfulness and kindness while keeping communities at the forefront
- 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 DEI or Racial Justice experience equivalent
- Understanding of and commitment to the YWCA mission of eliminating racism and empowering women
- Understanding of how policy works, the impact on people, and implement action where necessary
- Training/Facilitation skills

Responsible to: Equity Programs Director

Job Type: full time exempt

Salary: \$45,760 – \$54,080

Schedule:

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



Benefits: *The first of the month after 60-days of employment*

- 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

TO APPLY:

Submit your resume and cover letter
YWCA Metropolitan Phoenix
Subject: Equity Coordinator
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 accommodate you in all aspects of the hiring process. If you require accommodation, we will work with you to meet your needs.