

**YWCA Metropolitan Phoenix
Implementation Coordinator, Systems Change Initiatives (Part-time)
Older Adult Communities in and around Glendale, Arizona**

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 Implementation Coordinator is primarily responsible for supporting the work of the ***Building Healthy and Resilient Communities**** project within in the older adult population in and around the Glendale, AZ community. In addition, program development may include older adult residences such as Tanner Terrace Senior Housing and the Beatitudes. The Implementation Coordinator is also responsible for helping establish and nurture relationships with key community voices, individual leaders and groups. The Implementation 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 the 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



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- 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
- 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

Responsible to: Director, Systems Change Initiatives

Job Type: Part-time, Non-Exempt

Salary: \$ 22/ hour

Schedule:

- 20-25 hours per week. Some weeks may require evenings and weekend hours.



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Benefits: *after 90-day waiting period*

- Term Life insurance (Employer paid)
- Employee Assistance Program (Employer Paid)
- 403b Mutual of America Retirement Plan

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: Implementation Coordinator, Systems Change Initiatives (Part-time) Older Adult Communities in and around Glendale, Arizona

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 accommodation in all aspects of the hiring process. If you require accommodation, we will work with you to meet your needs.

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