

YWCA Metropolitan Phoenix Implementation Coordinator, Systems Change Initiatives (Part-time) Northwest Valley

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.**

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 an exciting opportunity for an organized, initiative-taking individual with excellent interpersonal skills who is seeking to join a team of professionals in engaging diverse communities. This position plays a key role in building healthier and more vibrant communities. You'll work closely with residents and local organizations to develop and implement strategies that address local challenges and improve mental health, well-being, and equity in the northwest Phoenix valley.

Focus:

We encourage all who are interested and are passionate about serving their 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
- Engage in discussions with community partners to build strong relationships and understand community needs.
- Work together with community members to come up with ideas for making positive changes.
- Help manage community project funds to make sure we're using them right.
- Organize and prepare for community meetings and events.
- Keep track of contact information and stay in touch with community leaders.
- Keep an eye on our projects' progress and report on what's happening.

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- Lead community groups and meetings to encourage discussion and joint efforts.
- Run training sessions to help community members gain new skills and knowledge.
- Look for funding opportunities to support our community work.
- Keep detailed records of all community interactions and meetings.
- Organize and host community events and listening sessions.
- Help community members navigate and access local services.
- Attend in-person and virtual check-ins with the Systems Change Initiatives Director and team as well as participate in occasional meetings at the YWCA headquarters.
- Take on other tasks needed to help our community projects succeed.
- Participate in the programmatic and fiscal oversight and reporting on the grant as needed.
- Other appropriate duties as they emerge.

Required Skills

- Passion for organizing community projects and engaging with local residents.
- A commitment to fairness and making a difference in racial and social justice.
- Great at building relationships and connecting with people from different backgrounds.
- Can handle organizing events and juggling several tasks at once.
- Ready to adapt to new challenges and changes in the community.
- Driven and proactive about making changes in the community.
- Friendly and thoughtful in your communication, making everyone feel included.
- Good with basic computer tasks and keeping things organized.
- Excellent at networking and building support within the community.
- Must have a valid driver's license and be able to travel locally.

Desired Qualifications

- High school diploma or similar, preferably with some background in community work or public health.
- Well-acquainted with the community and eager to see it thrive.
- Knows how to find and use local resources to help people.
- Interested in how decisions affect community life and how to influence these decisions.
- Able to lead training sessions and teach skills to groups.
- Basic speaking and writing skills in both Spanish and English.



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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.

Benefits: *after 90-day waiting period*

- Employee Assistance Program (Employer Paid)
- Term Life Insurance (Employer Paid)
- Vacation hours accrued at the part-time rate based on hours worked
- 13 Paid Holidays (if they fall on a regularly scheduled workday) at the part-time rate based on hours worked
- Sick time earned at the part-time rate based on hours worked
- Personal Time Off: two days per fiscal year based on part-time status
- 403(b) Retirement Plan – Mutual of America (Employee Contribution only)
- YWCA National Retirement Plan (eligible after 2 years employment and 1000 hours worked a minimum during each 12-month period)

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: Hybrid

- 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 – Northwest Valley, Systems Change Initiative (Part-time)

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.