



**Job Title:** Mission Impact/IDEA Coordinator

**Department:** SJP

**Reports To:** Social Justice Director

**Works With:** YWCA staff, Clients, Community Members, Local Schools, Local Committees.

**Supervises:** None

**Status:** Non-Exempt

**Location:** Hybrid

**Hours:** 35 Hrs/Wk (Monday-Friday)

**Minimum Salary:** \$21.00/Hr \$39,130/Yr  
**Maximum Salary:** \$22.00/Hr \$40,040/Yr

**Brief Introduction:**

*The Mission Impact/IDEA Coordinator at YWCA Jamestown is a key resource for ensuring that the goal to eliminate racism and empower women is highly evident in all YWCA Jamestown programs and community relations. They support the implementation, evaluation, and development of best practices to deliver equitable services to the community YWCA Jamestown serves. The Mission Impact Coordinator works closely with all teams to ensure that organizational culture, practice, and leadership development programming is anchored in the organization's vision for equity and inclusion.*



## Responsibilities:

- Serve as a member of the YWCA Jamestown Leadership Team developing strategies to carry out the mission of YWCA in accordance with its strategic plan and provide direction to the organization and staff.
- Design, lead, and oversee diversity, equity, and inclusion with the focus of advancing the mission and goals of YWCA in partnership with other community agencies, and utilizes data to continuously learn, adapt, and improve.
- Oversee the review of practices and policies, assessing and analyzing DEI/RJ initiatives to determine measurement of success.
- Develop and maintain relationships with regional associates, community groups, and other key partners, policymakers, and their staff.
- Assist with researching and writing grants for SJP and its programs.
- Create and distribute staff email notifications and updates social media on cultural, racial, and social justice awareness events and matters.
- Serve as co-host of *Broadcast*, a YWCA podcast in collaboration with WRFA. Create and produce episodes which align with the mission of YWCA. Collaborate with other *Broadcast* hosts on episodes.
- Work with Executive Director and Human Resources Director to maintain an equitable Employee Cultural Guidebook, as well as work with all programs and directors to update and maintain equitable, trauma-informed, mission-based, and effective department policies and procedures.
- Champion strategies to ensure YWCA culture, systems, and processes support an environment that is inclusive for all where employees feel they are able to contribute their fullest.



- As I.D.E.A. Coalition co-Project Director, create agendas, lead Coordinating Committee meetings, lead Quarterly Coalition meetings, and oversee Solutions Teams and other Coalition initiatives and processes.
- Represents YWCA at appropriate community meetings, forums, collaborations, and coalitions that further the mission of YWCA.
- Works with all departments when support and education is needed.
- Adheres to all YWCA policies and procedures. Some evening and weekend work required.
- Leading our annual Latinx Festival, organizing and planning.
- Performs other duties as necessary.

### **Human Resources:**

- Promotes open and honest communication in addition to updating Site Coordinator with pertinent information.
- Works well as a team member; models and facilitates the team approach.
- May be asked to assist in the training of new staff members.

### **Skills Needed:**

- Proficient in organization, professionalism, and confidentiality.
- Excellent oral and written communication.
- Problem identification, analysis and resolution.
- Self-motivated, flexible and creative.
- Ability to multi-task and set priorities.
- Reliable, dependable and punctual.



## Standards of Employment:

- Incorporate YWCA Mission into program at all times
- Represents the YWCA in a professional manner at all times
- Adherence to confidentiality policy and code of ethics at all times
- Adherence to all policies regarding personal conduct as listed in the Personnel Policy handbook.
- Participates in Fundraising events, and committees throughout the year, organization wide.
- Other job-related duties and responsibilities may be assigned and/or the job description may change periodically to reflect changing organization needs.

## Qualifications:

- Bachelor Degree in Humanities, Social Science or related field
- Accepts responsibility for implementing the mission of YWCA.
- 2 Years experience and knowledge of already existing community programs and organizations involved in eliminating racism and empowering women
- Strong ability to maintain relationships through professional and responsive communication.
- Skills in program development, staff supervision, and experience working with diverse populations.
- Experience in analyzing and interpreting data to develop insights, drive decisions, and measure impact.
- Excellent written and verbal communication skills, including communicating complex information with clarity to diverse audiences.
- Ability to work with community groups and volunteers.
- Mindful worker and a team player.
- Able to work independently.
- Ability to maintain confidential information and deal with sensitive issues in a reliable manner.



- Takes accountability in pursuit of professional growth.
- Strong interpersonal skills.
- Drivers License or reliable transportation this position visits off site locations
- Organized and able to manage programs effectively.
- Experience with group facilitation and workshop development.
- Ability to resolve conflicts and use de-escalation techniques.
- Demonstrated public speaking, training, and organizational skills required.
- Certification in DEI, cultural competency, or cultural responsiveness

#### **What sets you apart?**

- Knowledge of Spanish or other prevalent language in the geographical area.
- Advocacy experience
- Public Speaking
- Familiarity with writing grants
- Masters Degree in related field

*YWCA Jamestown is an Equal Employment Opportunity Employer and will not discriminate against an applicant or employee on the basis of race, color, religion, sex (including pregnancy), national origin, age, disability, sexual orientation, gender identity and gender expression, genetic information, marital status, status as a covered veteran, or any other legally recognized protected basis under federal, state, or local laws, regulations, or ordinances. Further, the YWCA will provide reasonable accommodations to the known disabilities of applicants and employees.*