

# GROW WITH US

# JOIN OUR TEAM

## POSITION: MISSION IMPACT/ IDEA COORDINATOR

### BENEFITS:

- MINIMUM: \$21.50/HR (\$39,130/YR)
- MAXIMUM: \$22.00/HR (\$40,040/YR)
- PAID TIME OFF
- HEALTH INSURANCE
- VISION
- DENTAL
- LIFE
- FLEX PLAN
- PAID HOLIDAYS
- RETIREMENT PLAN (AFTER 2 YEARS EMPLOYED/1000 HOURS WORKED)
- FLEXIBILITY W/ SHIFT SCHEDULE

[APPLY ONLINE](#)



eliminating racism  
empowering women  
**ywca**  
Jamestown, NY

## OVERVIEW:

### Mission Impact/IDEA

#### Coordinator

- Design, lead, and oversee diversity, equity, & inclusion in organization and community.
- Co-project director of I.D.E.A. Coalition
- Promote internal growth and trainings in DEI
- Plan annual Latinx festival
- Serve as co-host of Broadcast
- Research & Assist in Grant Writing
- Develop & update Employee Cultural Guidebook
- Create & Update Social Media in regards to DEI

## REQUIREMENTS:

### AVAILABILITY :

**MONDAY-FRIDAY (35 HRS/WK)  
(SOME EVENINGS & WEEKENDS)**

### RECOMMENDED EXPERIENCE/SKILLS:

- BACHELOR'S IN HUMANITIES, SOCIAL SCIENCE, OR RELATED FIELD
- 2 YRS EXPERIENCE & KNOWLEDGE OF EXISTING COMMUNITY PROGRAMS
- PRESENTATION & PUBLIC SPEAKING SKILLS
- DRIVERS LICENSE/RELIABLE TRANSPORTATION
- CERTIFICATION IN DEI, CULTURAL COMPETENCY, OR CULTURAL RESPONSIVENESS

**EMAIL RESUME TO: [MKAPLER@YWCAJAMESTOWN.COM](mailto:MKAPLER@YWCAJAMESTOWN.COM)**

**<https://www.indeed.com/job/mission-impactidea-coordinator-b769c9ae9ab2330e>**