EQUITY COORDINATOR

WHO WE ARE —
Since 1903, YWCA Spokane has been helping individuals and children overcome social, economic, and personal barriers in order to accomplish their goals and achieve healthier and more fulfilling lives.

Today, areas of focus include supporting victims of intimate partner domestic violence, promoting early childhood education, and fostering the economic advancement of women. In addition to providing free, confidential, and trauma-informed programs and services to approximately 15,000 in and around Spokane, YWCA is focused on confronting racial and social justice issues impacting our clients and our community.

Every day, we work to reduce poverty and homelessness, provide economic opportunity, and assist those with limited incomes who are impacted by inequities and violence. Please visit ywcaspokane.org/our-impact to learn more.

BENEFITS OF BEING A YWCA SPOKANE TEAM MEMBER –

**Compensation for this role:**
Pay Range: $22-$25 per hour, depending upon experience.

**Additional Pay Opportunity:**
- **Bilingual Pay Differential** – additional $3 per hour pay premium for employees who utilize a qualifying second language in the workplace, applicable to all hours worked.

Work Status: 40 hours per week, full-time, non-exempt

Schedule: 40 hours per week, Monday-Friday 9:00am-5:00pm; this position has some scheduling flexibility and hybrid work from home options.

The YWCA Spokane offers a competitive benefits* package including:
- Medical, dental and vision insurance
- 11 Paid Holidays
- Paid Time Off (accessible at time of hire)
- Ongoing training and development
- Flexible Spending & Dependent Care Account Options
- Employer Paid Life Insurance
- Employee Assistance Program
- Employer funded retirement plan & 401K options
- 50% off YMCA Membership

*Benefit eligibility dependent upon employment status.

WHAT WE ARE LOOKING FOR –
YWCA Spokane is seeking an Equity Coordinator who will help to advance the agency’s mission and impact through the Community Engagement Department. Efforts include organizing, promoting, and supporting in-person and online events, campaigns, and education and awareness activities focused on furthering mission objectives within the Spokane community. This individual will grow partnerships within the community, professionally represent YWCA Spokane at appropriate community meetings and events, and work to inspire action within our community. They will participate within a dynamic and interactive team of staff members, volunteers, board members, and community supporters.
In addition to aligning with the agency’s mission, this individual will also have a strong understanding of racial and social justice issues and their intersectionality. An ideal candidate is comfortable breaking down and conveying complex topics to a variety of audiences, is comfortable and clear with written and verbal skills, and is able to manage more than one project at a time.

WHAT YOU’LL BE DOING –

With support and guidance provided by the Director of Community Engagement and the Community Engagement team, the essential functions of the position include, but are not limited to, the following:

- Coordinate online and in-person events, activities, and campaigns for the Department.
- Foster relationships with community partners and stay informed about local issues.
- Promote and co-lead agency’s Racial & Social Justice Learning Community and other community spaces. Recruit participants, coordinate and facilitate meetings, and encourage engagement.
- Support agency engagement in key mission related community events and tabling.
- Further mission understanding through community presentations and panel discussions.
- Contribute towards agency’s social media, blog, website, reports, and print materials.
- Maintain data and information systems as needed in relation to department efforts.
- Assist with additional projects and all other duties as needed or assigned and deemed necessary to further the agency’s mission within the organization and community.

WHAT YOU WILL BRING TO THIS POSTION –

To do this job, an individual must be able to perform each essential duty satisfactorily and embrace a strong commitment to diversity, equity, inclusion, and accessibility.

Education/Experience:

- Four years of relevant education, work experience, lived experience, or a combination thereof.
- Minimum of one year of experience staying current and engaged with social justice issues.
- Comfort and familiarity with internet based software including Google Suite, social media platforms, and Microsoft Office programs.
- Experience with journalism, WordPress, or graphic design welcomed.

YWCA Spokane values a diverse workplace and strongly encourages communities of color, women, LGBTQ+ individuals, people with disabilities, foreign-born residents, veterans, survivors of domestic violence, and people with lived experience to apply.

Competencies:

- Demonstrate understanding and acceptance of the mission, values, and objectives of the agency.
- Work and interact effectively with colleagues, administrators, and community partners; contribute to and foster a climate of mutual understanding and appreciation.
- Promote the welfare and best interests of program participants and team members.
- Able to work independently in an efficient and productive manner.
- Model professional decorum and mutual respect in all interactions.
- Demonstrate reliability and continuous improvement.

HOW TO APPLY

Apply by submitting your RESUME and a COVER LETTER to ywca_community@ywcaspokane.org. Note: A cover letter is strongly encouraged. Applications that do not include both may not be accepted.
YWCA of Spokane is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.