

# eliminating racism empowering women

## ywca job description

### Racial Justice Coordinator II

#### Mission Statement

YWCA Rock County is dedicated to eliminating racism, empowering women, and promoting peace, justice, freedom and dignity for all.

#### Definition

The Racial Justice Coordinator works under the direct supervision of the Executive Director. In cooperation with volunteers and staff, the Coordinator will take primary responsibility for executing YWCA racial justice strategy, creating a culture of inclusivity, to ensure sustained execution for mission related programs; providing volunteer opportunities to help the YWCA fulfill its mission; creating relationships with donors and volunteers; and raising the profile of the YWCA in the community. The Coordinator is a member of the YWCA management team.

#### Qualifications

Three or more years of progressively responsible work experience and/or relevant educational background in the area of racial justice. Demonstrated success planning conferences and educational opportunities. Strategic thinker with effective planning, organizational skills, communication and time management skills. Excellent interpersonal skills; able to handle multiple projects at one time; self-directed; team player and must have a positive attitude. Ability to work effectively with community members, board members and staff to implement Racial Justice strategies. Commitment to and support of the YWCA Mission.

#### Duties and Responsibilities

- In conjunction with the Racial Justice Committee, plans and implements Racial Justice efforts with the Racial Justice Conference; Martin Luther King Jr. Award; and Stand Against Racism.
- Plan and implement Lunch and Learns for the community.
- Be the primary staff member to support the Race 2 Equity project in Rock County with Kids Forward.
- Develop Racial Justice strategies to further the mission of the YWCA.

- Partner with other organizations who share the mission of Eliminating Racism, including the Diversity Action Team.
- Develop the curriculum and implement Racial Justice Trainings for organizations, businesses and corporations. A team of staff and volunteers will be trained to conduct the trainings. A fee schedule for services will be developed.
- Collaborate with the Child Care Program and the Volunteer Coordinator to conduct our Diversity reading program, You, Me and Our Colorful Community to Child Care students.
- Develop annual fundraising plans in collaboration with Executive Director and Board-level Committees.
- Works with YWCA Program staff in program planning for program evaluation and to identify needs of clients in order to develop funding initiatives to meet those needs.
- Interacts with the Rock County community to raise awareness of the YWCA and the Racial Justice Program.
- Assist with EEOC/AA compliance
- Provide research on Racial Justice issues
- Assist with the development of grant funding proposals.
- Recruit volunteers to work on applicable committees
- Prepare budget proposals for each project as requested.
- Attend staff meetings as requested. Cooperate with all departments.
- Represent the YWCA on task forces or community committees as assigned.
- Perform other assignments as required by the Executive Director.
- Must support the YWCA mission: eliminating racism and empowering women.
- Strong written and verbal communication skills
- Possess computer skills in Word, Excel, PowerPoint, and Outlook

<b>Reports to</b>	<b>Executive Director</b>
<b>Hours</b>	<b>20 - 30 Hours per week. Primarily days, with some evening and weekend hours required.</b>