

YWCA of Charleston
Job Description
Racial Equity & Inclusion Coordinator

JOB TITLE: Racial Equity & Inclusion Coordinator

JOB PURPOSE: Provides support to the Director of Racial, Equity & Inclusion in accomplishing the YWCA's racial, equity & inclusion strategic work plan and initiatives for Kanawha, Boone, and Clay counties. **EOE**

ACCOUNTABILITY: Reports to Racial Equity & Inclusion Director

STATUS: Non-exempt

SCHEDULE: 40 hours/week

DUTIES AND RESPONSIBILITIES:

1. Update/create content for the YWCA social media and other marketing/communications outlets in a timely, proactive manner.
2. Prepare materials for presentations (IE gather resources, brochures, handouts, etc.).
3. Support the development of resources to promote and educate a variety of audiences and participants about race dialogue opportunities.
4. Willingness to develop skills to facilitate sessions with mentoring and support from the program director.
5. Implement outreach events and group activities to increase the sense of community and belonging and support the success of a diverse population, with a focus on community-based programming in Kanawha, Boone, and Clay counties.
6. Maintain discretion and confidentiality.
7. Remaining informed of diversity, equity, and inclusion trends and appropriately sharing relevant information.
8. Support planning and attend events relevant to Racial Equity & Inclusion program including the Race to End Racism, Over the Edge, and community engagement events.
9. Travel to community and training sites.
10. Other duties and responsibilities as assigned.

QUALIFICATIONS:

1. Minimum of 2 years of college preferred
2. Demonstrated commitment to diversity, equity & inclusion; understanding of social justice, the dynamics of power and privilege, and social identities.
3. Proficient with Microsoft Office Suite and use of Social media (IE Facebook, Instagram, Twitter)
4. Professional, polite, and helpful attitude.
5. Ability to work a flexible schedule.
6. Excellent attention to detail.
7. Strong organizational skills.
8. Ability to multi-task, prioritize, and meet deadlines in a busy office environment.
9. Demonstrated ability to successfully collaborate and work in a team environment.
10. Demonstrated ability to build relationships and communicate effectively across all functions and levels.
11. Possess a valid driver's license and reliable transportation.

PHYSICAL DEMANDS/WORKING ENVIRONMENT:

Regularly required to:

- Remain seated in a normal position for periods in the workday.
- Talk and hear; verbally express ideas, information, and instructions.
- Have the ability to work around moderate noise.
- Climb stairs.

Occasionally required to:

- Lift, pull, push, or carry up to ten (10) pounds.

Rarely required to:

- Stoop, kneel, crouch, or crawl.
- Stand/walk for long periods without a break.

This job description is intended to be general and may evolve. It is subject to periodic updating and is subject, at the YWCA's discretion, to the assignment of different or additional duties. We are an equal opportunity organization.