



**YWCA Northern New Jersey
Job Description**

Job Title: Racial Justice Coordinator

Supervisor's Title: CEO

Department: Mission Based Services

To Be Completed by Human Resources

Job Code:

Grade:

PT/FT: F/T

FLSA Status: Exempt

Job Summary

The Racial Justice Coordinator will be the key personnel for all Racial Justice venues. The RJC provides administrative support for activities related to this program as well as performing various administrative functions.

Key Responsibilities

- Coordinate all aspects of Racial Justice programs development and delivery.
- Work with community partners, workshop facilitators, and internal staff to ensure excellence in programming and event planning of Racial Justice Work.
- Assess, track and evaluate effectiveness of programs and events.
- General administrative duties include but not limited to, research, correspondence, mailings, and filings, inputting data and maintaining databases.
- Develop and coordinate new events, schedule, volunteer recruit, secure event venues, equipment, entertainment, food, supplies, and security.
- Work in partnership with Communications Department to ensure media coverage, promoting and marketing programs and events.
- Work to obtain corporate/community sponsorships, donated items/services, and donor acknowledgments.
- Work in partnership with Fund Development Department to assist in Racial Justice based activities designed to raise income for YWCA Northern NJ as it relates to special events, direct mail, online giving, annual funds, membership, foundation, corporate grants, sponsorships, and gifts or planned giving.
- Assist with the recruitment of eligible participants into the program
- Schedule workshops (speakers, locations, arrangements, etc.)
- Facilitate workshops.
- Establish relationships with corporations and with businesses to create job opportunities for program participants, including using your existing program networks.
- Conduct program evaluations, including evaluating individual sessions, overall series and program outcomes.
- Prepare reports for funders as required by each funding source.
- Conduct outreach to educate the community on mission based programs
- Assist with the coordination of program logistics
- Other duties as assigned

Qualifications

Education/Experience:

- Bachelor's Degree in Sociology, Psychology, Human Services, Social Work, or related field (or equivalent experience)
- A minimum of 2 years of non-profit development and workshop facilitation

Knowledge:

- Knowledge of Northern NJ resources preferred

Skills and Abilities:

- Strong organizational skills
- Excellent oral and written communication skills, including presentation skills
- Comfortable and effective at relationship building; able to work well with diverse groups
- Ability to provide leadership, work well within groups, as well as work independently
- Demonstrate a strong commitment to social justice
- Bilingual Spanish a plus
- Well-versed in Microsoft Office including: MS Excel, Outlook & Word

Additional comments

Must embrace the mission and values of the YWCA, have a strong customer focus, and the ability to work with a multi-generational, diverse workforce and membership.

This job description is not intended to be an exhaustive list of all responsibilities, duties and skills required to perform this job, the rather describes the essential functions/responsibilities of the job. Other duties may be assigned as required.

Please submit a resume to: Ywjobopportunities@ywcabergencounty.org