



EQUITY INITIATIVES SPECIALIST

REPORTS TO: DIRECTOR OF EQUITY

DEPARTMENT: MISSION-BASED

EMPLOYMENT TERMS: FULLTIME

SALARY: \$40,000 - \$50,000

JOB SUMMARY:

The Equity Initiatives Specialist will support programming including, but not limited to: facilitating inclusive and effective racial justice and women and girls leadership training and programming, supporting organizations who partner with YWCA Northern New Jersey in their equity and inclusion work, assisting with coordination of workshops, trainings, and learning community meetings. This position reports to the Director of Equity.

They will possess excellent communication and interpersonal skills and can provide information and service to a wide range of internal and external contacts.

RESPONSIBILITIES:

- Assist in scheduling and implementation of racial justice, gender equity, women/girl's and health equity programs, including educational workshops.
- Develop, manage, and evaluate program outcome objectives as defined by the organization and its funders.
- Network with, cultivate and maintain connections throughout the business, health, and non-profit community to build linkages, develop programs, and increase participation.
- In conjunction with appropriate staff, develop and implement program criteria and procedures, and evaluate program effectiveness.
- Represent YWCA Northern New Jersey at appropriate community meetings, forum collaborations and coalitions that further our mission.

- Manage and coordinate events and outreach activities with regard to mission and signature events such as Women’s Leadership Conference, Racial Justice Awards, and others, including scheduling, logistics/preparation, materials, technical setup and troubleshooting, on-site coordination, and follow-up (e.g. drafting agendas and post-meeting follow-up correspondence, etc.).
- Works creatively and continuously to name opportunities for people most impacted by inequalities to participate in solution development.
- Ensure all systems and management tools are in place to complete required deliverables.
- Complete project reports as required.
- Review and process all grant-related expenses.
- Be responsible for completing accurate and timely records, to include data metrics for organization and funders.
- Participate in staff meetings, trainings, and awareness events as needed.
- Function in accordance with agency standards, policies and procedures.
- Other duties as assigned by the Director of Equity.

CORE COMPETENCIES:

- Acts in accordance with YWCA Northern New Jersey Mission.
- Organizational skills.
- Demonstration of cultural awareness, sensitivity, and commitment to social justice.
- Collaborative work style.
- Compassion and empathy when interacting with all people.
- Relationship building skills.
- Excellent written and oral communication skills.
- Critical thinking and problem-solving skills.
- Excellent skills in performing administrative support functions requiring independent judgement, decision making and problem resolution.
- Must possess the ability to maintain confidentiality.

PROFESSIONAL QUALIFICATIONS:

- Bachelor's degree in a social science discipline such as Social Work, Women's & Gender Studies, Sociology, Psychology, Human Services, or related field.
- Bilingual in Spanish is a plus.
- Five plus years' experience in diversity, equity, inclusion and belonging program management.
- Proven ability to work well with individuals from diverse backgrounds.
- Minimum of three (3) years project coordination, community organizing or team building, or experience with developing successful collaborations.
- Must have ability to adjust schedule to accommodate off-hour meetings and events.
- Must be computer proficient with Word, Excel, Power Point, Publisher, Outlook, and Internet, and electronic database systems.
- Must be able to work independently, be flexible and dependable, and demonstrate initiative and creativity.

PERSONAL QUALIFICATIONS:

- The selected candidate must:
 - Be passionate about promoting racial equity and inclusion at personal, organizational and systems levels; understands the concepts of institutional and structural racism and bias and their impact on underserved and underrepresented communities.
 - Be able to clear a background check.
 - Have the ability to work effectively with and gain the respect of multiple constituencies, including senior executives and decision-makers, individual and institutional partners at all levels, and staff and team members across departments.

OTHER REQUIREMENTS: Valid driver's license and reliable transportation to travel throughout the service area.

PHYSICAL DEMANDS/MOTOR COORDINATION

Requires hand-eye coordination; finger dexterity, and a combination of sitting, standing, climbing, stooping, balancing, kneeling, reaching, carrying, pushing, pulling, lifting (up to 15 pounds). Must be able to write, type, use telephone and computer systems, and other office equipment. Tasks may involve extended periods of time at a keyboard, telephone or workstation; walking for up to 3 hours (e.g., canvassing, parades); periods of time

outdoors in variety of weather (*e.g.*, canvassing, parades, tabling, *etc.*); and lifting and transporting tables and boxes of materials for outreach work.

YWCA Northern New Jersey is an Equal Opportunity Employer committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, and service partners. Therefore, YWCA Northern New Jersey employment, advancement and leadership recruitment processes ensure diversity in terms of age, color, disability, ethnicity, gender, gender identity or expression, marital status, origin or ancestry, race, religion, sexual orientation, genetic information, and/or military or veteran status.