



Young Women Empowered

1143 Martin Luther King Jr. Way Box #136 Seattle, WA 98122 | 206-519-2426 | www.y-we.org

Program and Outreach Coordinator

Reports to: Manager of Programs, Outreach, and Advocacy

Hours: 40 hours/week, 1.0 FTE, exempt

Priority Application Deadline: June 29nd, 2022, then rolling application review

Position Start Date: Late August or early September

ORGANIZATIONAL SUMMARY: Young Women Empowered (Y-WE) delivers creative, innovative, and transformative empowerment programs for young women* in the greater Seattle region. We envision a society rooted in social justice, where all young women* live their truth, achieve their dreams, and change our world. Founded in 2010, we have grown from serving 50 young people annually to over 2,000 through ongoing programs, community events, mutual aid resources, and wellness programs. Y-WE centers BIPOC young women and is majority BIPOC-led, including our Staff, Board, Mentor community, and Youth Leadership Council. Recognizing that our liberation is interconnected, we are a collaborative organization rooted in intersectional and intergenerational partnership. Y-WE is a place for all of us to be ourselves, learn together, and grow together.

**those who identify as girls or women, nonbinary, trans, gender expansive, and gender diverse.*

WHOM WE SERVE: Y-WE's core programs serve diverse groups of young people who identify as girls or women, nonbinary, trans, gender expansive, and gender diverse. Most core programs are open to participants ages 13-19, with additional programs and offerings for young adults and the broader community. We center BIPOC and LGBTQIA+ youth in our programs, though we welcome participants from a wide variety of identities and backgrounds. We also offer multiple affinity-based programs. Many participants are first or second generation immigrants, and many are low income. Adult women* from the community also participate in programs alongside young people using an intergenerational, shared mentorship model. Please visit Y-WE's website for more information about its current programs: www.youngwomenempowered.org.

PROGRAM AND OUTREACH COORDINATOR JOB SUMMARY: The Program and Outreach Coordinator is responsible for coordinating 2-3 ongoing Y-WE programs, including logistics, communications with participants and families, and facilitator support. This position will collaborate with other program staff to hold successful programming and events. This position is responsible for logistical and back-end support of Y-WE programs, and will support the organization's outreach efforts by building relationships with community partners, tabling at community events and schools, and distributing outreach materials.

RESPONSIBILITIES:

Program Coordination

- Serve as the Program Coordinator for 2-3 programs, coordinating logistics including food, supplies, space rentals, maintaining program documents and records, and other program needs
- Manage warm and professional communications with participants and their families, including conducting youth intake calls, emailing needed logistical info throughout the program, etc
- Coordinate participant transportation to and from programs as needed
- Support the facilitators as needed to ensure the successful delivery and smooth operation of the program

- Assist the Operations Manager with the administration of forms and evaluations
- Track and log program expenses
- Coordinate with program facilitators to complete post-program tasks, including attendance tracking, narrative program descriptions, organizing photos, and other tasks as needed

General Program Support

- Work with the Development and Communications team as needed to create collateral, make in-kind requests, provide content for social media, etc
- Attend and provide support to the Event Coordinator and other staff at large community programs and events as needed
- Work with the Mental Health and Wellness Specialist to identify participant and family mutual aid needs, and assist in their distribution
- Assist with general program administrative tasks, such as responding to program inquiries
- For remote programs, identify participants with technology needs and work with the Operations Manager to ensure distribution of devices from the tech library
- Some facilitation may be required, such as hosting a new family orientation, supporting with mentor training, or running icebreaker activities with youth
- Assist as needed with the mentor program
- Assist the Operations Manager with ongoing program data management, including database maintenance, tracking grant-specific data, digitizing survey responses, and obtaining participant paperwork
- Support the Operations team as needed with misc. tasks

Outreach

- Collaborate with the Manager of Programs, Outreach, and Advocacy to implement outreach strategies and plans
- Correspond and build relationships with community partners
- Distribute outreach materials, table at events, and speak in classrooms and schools
- Support back-end outreach efforts, e.g. tracking deadlines, calendar reminders, maintaining and update listservs, etc

TRAINING AND EXPERIENCE:

Required

- Commitment to the mission and vision of Y-WE
- Knowledge of culturally relevant and developmentally appropriate practices for diverse youth (language, culture, race, physical ability, sexual orientation, etc.)
- Proficient in Google Suite and Microsoft Office
- 1-2 years of relevant experience, e.g. working in youth-serving nonprofits, project management, or event coordination
- Basic project management, event coordination, and computer skills

Preferred

- Proficient in a language other than English, particularly Spanish, Amharic, Somali, or Vietnamese
- Outreach and community engagement experience

Certificates and Licenses

- Current valid Driver's License and a driving record with no more than one minor violation and speeding violation of more than 20mph over the limit
- Pass Washington State criminal background check
- First Aid/CPR/AED certification, or willingness to obtain within one month of hiring

COMPENSATION, BENEFITS, AND HOURS:

- Compensation \$55-60k annually, determined by Y-WE's pay transparency matrix
- 40 hours/week, 1.0 FTE exempt position
- In-person office and field site location work required, with flexible remote scheduling when possible
- Frequent Saturday work required, and occasional Sundays
- Mileage of transportation reimbursement available for required off-site travel, a commuting stipend may be negotiated
- Work computer and cell phone provided; internet coverage stipends available to cover the cost of remote work
- Fully paid medical insurance through Kaiser Permanente Health & Delta Dental;
- Simple IRA retirement plan with up to 3% match
- Life insurance and short term disability coverage
- Up to 3 weeks of accrued PTO per year

HOW TO APPLY: Please email your cover letter and resume to ywehr@y-we.org. The priority application deadline is June 29th, 2022. Applications received after that date will be reviewed on a rolling basis. Please send any questions about the application process to ywehr@y-we.org. We look forward to receiving your application!