



# Young Women Empowered

5623 Rainier Ave S, Seattle, WA 98118 | 206-519-2426 | [www.y-we.org](http://www.y-we.org)

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## Program and Operations Coordinator

**Reports to:** Manager of Programs, Outreach, and Advocacy

**Hours:** 40 hours/week, 1.0 FTE, exempt

**Application Deadline:** Rolling until filled, priority application deadline March 27th

**Position Start Date:** Early May 2023, with some flexibility for the right candidate

**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 mental health and wellness programs. Y-WE centers BIPOC (Black, Indigenous, and People of Color) young women and is majority BIPOC-led, including our Co-Executive Directors, 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](http://www.youngwomenempowered.org).

**PROGRAM AND OPERATIONS COORDINATOR JOB SUMMARY:** The Program and Operations 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. Additionally, this role collaborates with the Operations team to support behind-the-scenes program operational needs. The person in this role will play a key part in the fulfillment of Y-WE's mission. They ensure that their programs run smoothly, contribute to Y-WE's internal operational systems, and center the young people at the heart of Y-WE's work.

## 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 information throughout the program, etc.;
- Support the program facilitators as needed, to ensure the successful delivery and smooth operation of the program;
- Coordinate with program facilitators to complete post-program tasks, including attendance tracking, narrative program descriptions, organizing photos, and other tasks as needed;
- Assist the Operations Manager with the administration of forms and evaluations;
- Track and log program expenses.

### **General Program Support**

- Assist with general program administrative tasks, such as responding to program inquiries;
- Occasionally facilitate programs and activities, such as community-building icebreakers, new family orientations, and mentor trainings;
- Provide support for community-based programs and events;
- Work with other teams on miscellaneous tasks as needed, including Development, Communications, Grants, and Mental Health and Wellness.

### **Program Operations**

- Oversee general program supplies; work with the Operations Manager to support organizational supply needs;
- Coordinate participant transportation to and from programs as needed;
- Manage program data, including database maintenance, tracking grant-specific data, and managing participant paperwork;
- Assist with quantitative and qualitative grant reporting;
- Collaborate with the Program and Operations teams to meet general cross-program operations needs, including Risk Management, technology, and volunteers;
- Assist the Operations team as needed with miscellaneous tasks to support the maintenance and operation of the Y-WE office program space, vehicles, and other resources;
- Serve as liaison between the Program and Operations teams, ensure that information pertinent to grants, financials, and other operations areas is communicated smoothly and accurately.

### **TRAINING AND EXPERIENCE:**

#### **Required**

- Commitment to the mission and vision of Y-WE;
- Knowledge of culturally responsive and developmentally appropriate practices for youth from diverse backgrounds (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;
- Experience in one or more of the following areas: CRM or data systems management, grant reporting, coordinating multiple programs simultaneously, creating and managing budgets.

## **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;
- Adult First Aid/CPR/AED certification, or willingness to obtain within one month of hiring.

## **COMPENSATION, BENEFITS, AND HOURS:**

- Compensation \$55k - \$60k annually, depending on experience;
- 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;
- 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](mailto:ywehr@y-we.org). The priority application deadline is March 27th, 2023. Please send any questions about the application process to [ywehr@y-we.org](mailto:ywehr@y-we.org). We look forward to reviewing your application!**