

eliminating racism empowering women

ywca job description

YWCA of Kalamazoo
353 E. Michigan Ave.
Kalamazoo, MI 49007

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www.ywcakalamazoo.org

Position: Public Policy Coordinator: Maternal Child Health (MCH)

Department: Mission Impact

Supervisor: Director of Public Policy

Compensation Range: \$42,000

FLSA Status: Exempt, Salary Fulltime

Hours of Work: Monday – Friday, Business Hours & Evenings. Occasional Weekends.

Application Deadline: Rolling basis; Please send resume and cover letter to
hr@ywcakalamazoo.org

MISSION STATEMENT: Eliminate racism, empower women, and promote peace, justice, freedom and dignity for all.

PRIMARY FUNCTION: The Public Policy Coordinator (MCH) will help support the Director of Public Policy by providing leadership in coordinating and implementing YWCA Kalamazoo agency wide local advocacy and systems change efforts. With a focus on Maternal Child Health as part of the organizations larger mission to address structural and systemic barriers that perpetuate disparate outcomes in Kalamazoo County. The successful candidate will be responsible for researching, analyzing, and monitoring public policy issues, supporting the formulation of memos, public statements, and talking points to provide issue education to stakeholders and policy makers. Building alliances to promote collaboration to advance our systems changes efforts. This positions requires attention to detail in order to balance and execute multiple tasks and responsibilities simultaneously. The candidate will be responsible for maintaining budget expenses and tracking for special projects and events that align with scope of work. As well as, working collectively with multiple programs and departments across the organization. This position serves as a key support for the equitable operations of the Mission Impact department, and requires the candidate to be flexible and versatile, as they will be expected to perform many types of tasks within these areas.

The successful candidate will have a strong analysis around advocacy and systems change through a racial and gender equity lens. Additionally, they will have a record of accomplishments of supervision, program development, evaluation, and facilitation.

QUALIFICATIONS:

1. Must be at least 18 years old
2. Knowledge of Microsoft Office
3. Bachelor's degree preferred, but not required
4. Experience with administrative tasks such as scheduling, phone calls, organizational tasks, drafting emails and memos, multitasking, research, and evaluation. Familiarity with budget tracking is preferred.
5. Demonstrate strong skills in organization, communication, and collaboration as a part of working on and supporting a team.
6. Must be goal oriented; have ability to effectively communicate, meet deadlines, independently work and be self-motivated.
7. Demonstrate ability to organize collaborative systems, follow/adjust routines, and respond to change as needed.
8. Ability to think critically and problem solve as well as facilitate complex relationships.
9. Ability to work with people of diverse backgrounds.
10. Must have excellent verbal and written communication skills.
11. Must be able to pay attention to detail and manage multiple tasks during the same period.

12. Eagerness to learn about the range of systemic barriers that impact racial and gender equity.
13. Satisfactory results of background checks and Central Registry Clearance.

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

RESPONSIBILITIES:

1. Support program efforts and special projects through, data collection and analysis
2. Responsible for implementation and managing of special projects related to public policy program
3. Responsible for the execution of community engagement and mobilization around project initiatives that garner awareness of program efforts and initiatives.
4. Responsible for the monitoring and tracking of local and state policies relevant to our agencies focus areas.
5. Support relationship building through necessary follow up with multi-sector partners, and engage community partners.
6. Record facilitated meetings and inputs details into Apricot or similar database. Generates reports as required.
7. Maintain basic finance expenses related to public policy events and special projects.
8. Support communications, such as memos, policy statements, public comment, and other correspondence that highlight awareness and YWCA position and systems change issues.
9. Participate in weekly or biweekly 1:1 check-ins with your supervisor.
10. Write and edit documents such as letters, reports, infographics, and instructional documents.
11. Order supplies, promotional materials, or other resources for Mission Impact.
12. Communicate with the supervisor for innovative projects. Schedule appointments and team check-ins when necessary.
13. Coordinate food for meetings, reserving rooms, organizing logistics when necessary. Keep meeting minutes for department meetings.
14. Be able to effectively communicate updates and necessary supports to the direct supervisor as it pertains to the satisfactory of your role. Comply with applicable local, state and federal licensing requirements/certification and or regulations.
15. Remain flexible and manage changing priorities on a continuing basis.
16. Know and adhere to Association policies, procedures and practices.
17. Safeguard confidential information gained because of the position.
18. Comply with Association policy regarding required reporting of child abuse.
19. As a YWCA employee, project a positive image of the Association and its programs to the community.
20. Work cooperatively with program participants, YWCA staff, and volunteers.
21. Perform other duties as assigned.

WORKING CONDITIONS AND ESSENTIAL FUNCTIONS:

1. YWCA location- Cornerstone Building: 405 W Michigan Ave. Kalamazoo, MI 49007
2. Off-site location (meetings occur at community based organizations, other associations in Michigan); Promotional events; Networking events; Community Engagement events, etc.
3. Potential outdoor events
4. Actions: Sitting, standing, kneeling, bending, some lifting
5. **Occasionally** required to stand
6. **Occasionally** required to walk
7. **Continually** required to sit
8. **Continually** required to utilize hand and finger dexterity
9. **Occasionally** required to climb, balance, bend, stoop, kneel or crawl
10. **Continually** required to talk or hear

11. While performing the duties of this job, the noise level in the work environment is usually **quite**.
12. The employee must occasionally lift and /or move more than 20 pounds.
13. Specific vision abilities required by this job include: Close vision; Distance vision; Color vision; Peripheral vision;
14. Specialized equipment, machines, or vehicles used: Frequent driving to and from meetings in the community

TRAINING REQUIREMENTS:

1. Orientation to YWCA Personnel Policies, Mission, Purpose and One Imperative.
2. Racial Justice Training
3. Orientation to Domestic Violence, Sexual Assault, Confidentiality, Mandatory Reporting.
4. Other appropriate training and in-service which will occur during employment.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Equal Opportunity Employer

ACKNOWLEDGEMENT

I have read the foregoing job description and understand the responsibilities of the job. I agree that I am able to perform the essential duties of this position.

Employee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____

Vice President Signature: _____ **Date:** _____

CEO Signature: _____ **Date:** _____

HR Signature: _____ **Date:** _____

Last Revised On: September 2021