

POSITION: Community Outreach and Volunteer Coordinator (Bilingual - Spanish)

PAY GRADE: 4

YWCA Richmond:

YWCA Richmond is dedicated to eliminating racism, empowering women, and promoting peace, justice, freedom and dignity for all. We work to transform individual lives and our community by creating access to opportunities, strengthening resilience, and advancing equitable systems for lifelong success.

Position Scope and Responsibilities:

As part of the Advancement and Advocacy team, the Community Outreach and Volunteer Coordinator will focus on building strong, trusting relationships with community members, partners, and volunteers in order to lead and support outreach education and community conversations that advance our mission of eliminating racism and empowering women. The purpose of this role is to increase engagement and awareness at the community level of YWCA Richmond services and mission elements, including domestic and sexual violence, early childhood education, racial and gender equity, and women's leadership. The bilingual Community Outreach and Volunteer Coordinator is encouraged to use their lived experience to re-imagine solutions in order to effectively implement the goals of this position, and is committed to using equity as a process and an outcome of our work.

Half of the primary responsibilities will focus on community engagement, education and outreach; the other half will focus on volunteer engagement:

- Build awareness of YWCA Richmond in Richmond and Chesterfield County using a community-centered approach.
- Create and strengthen relationships with community partners to ensure regular, continuing, and/or evolving community education and outreach efforts.
- Build and enhance community connections with individuals and groups serving local neighbors and communities to identify specific barriers and opportunities focused on the mission.
- Identify outreach opportunities and events where YWCA's presence will enhance relationships and visibility, and ultimately engagement in the communities we serve.
- Participate in and represent YWCA at community workgroups, coalitions, and events.
- Work alongside the YWCA team to develop and implement a community outreach framework leveraging internal resources and partnerships for community engagement.
- Lead and facilitate presentations, community conversations, and events in English and Spanish focused on domestic and sexual violence awareness and responses, the value of early childhood education, and racial and gender equity and justice. *NOTE: Presentations and events will likely happen in the evenings and some weekends, and YWCA provides flex time.*
- Develop presentations and outreach materials to provide accurate, culturally inclusive information pertaining to equitable resources.
- Recruit, interview, train, match, and work alongside YWCA Richmond's diverse and committed volunteer base.
- Manage individual volunteers during tabling and outreach engagements.
- Attend community events to connect with and recruit prospective volunteers, ambassadors, teen peer facilitators, and community members to join in leadership initiatives. Work alongside the YWCA team to identify and develop community members as ambassadors and leaders in our mission.

- Continually measure, manage, and analyze outreach, educational, and volunteer outcomes to ensure effective and culturally responsive engagement.
- Actively participate in departmental and organizational activities that contribute to YWCA's mission and impact.

Position Structure and Schedule:

This position reports directly to the Director of Equity and External Affairs and is an integral part of the Advancement and Advocacy team. Weekly meetings are held with the Director of Equity and External Affairs to discuss new ideas, opportunities, or challenges.

Flexible working hours are possible in coordination with the Advancement and Advocacy team. Position will likely include evening or weekend events or trainings.

Salary and Benefits:

This is a full-time, salaried position between \$40-\$45,000/year based on experience.

Benefits include paid time off; health, vision, and dental insurance; employee assistance program; disability insurance; life insurance; flexible spending account; health savings account; and retirement plan.

Required Qualifications, Skills and Experience:

- Commitment to racial and gender equity and justice; knowledge of social and racial justice environment and organizations of Richmond
- Passion for the mission of YWCA Richmond and seeking community-based solutions
- Combination of work experience, training, or Bachelor's Degree to successfully build relationships with community partners, manage volunteers, and develop resource materials
- 2-3 years experience in some combination of successful community engagement, organizing, outreach, or education
- Proven ability to develop relationships and to work alongside and collaboratively with community members and partners from a diverse range of backgrounds
- Ability to build trusting, authentic relationships with community members, partners, volunteers, and colleagues, while maintaining professional boundaries
- Excellent verbal and written communication skills, including experience with public speaking and facilitating groups/meetings with a range of audiences
- Fluency in English and Spanish and bicultural skills and experience
- Pro-active communicator who leads with transparency, integrity, and compassion
- Ability to work independently and as a part of a team
- Strong time management and organizational skills with the ability to meet a variety of project deadlines
- Ability to work events on nights and weekends

YWCA Richmond is an equal opportunity employer with a commitment to equity.

Staff demonstrates their understanding of the critical role volunteers play in helping YWCA achieve our mission by providing volunteers the resources and training needed to be successful, offering meaningful experiences, treating them with respect, and clearly communicating needs and impact of their contribution to the work of the organization.