



CAREER OPPORTUNITY

Civic Engagement Coordinator

Full-time, Hourly, Non-Exempt

Primary Location: YWCA San Francisco/Marin

Website: <https://ywcasf-marin.org/>

Department: Social Justice

Join a passionate, dynamic team dedicated to eliminating racism, empowering women, and promoting peace, justice, freedom and dignity for all. For over 100 years, YWCA San Francisco / Marin and Silicon Valley has provided programs and services that form a critical continuum of response, healing and prevention. We are seeking a Civic Engagement Coordinator to join our Social Justice Team to help us deliver lasting change for the people we serve. Be a key part of shaping this future.

To ensure YWCA's Social Justice Department meets or exceeds the organization's mission, the Civic Engagement Coordinator is responsible for the successful implementation of the YWCA advocacy, public policy and social justice programs, including but not limited to service delivery and grant-reporting. As a member of the YWCA Team, the Civic Engagement Coordinator participates in program planning/design, individual/leadership development, goal setting, community engagement and problem solving. The Civic Engagement Coordinator is a solution focused and collaborative team member who builds cohesion, ensures compliance with YWCA policies and procedures, and is passionate about the mission, vision, and values of the organization.

We are seeking a highly energetic individual with the ability to make good decisions, prioritize effectively, and work well independently as well as within a team. Essential to this role are demonstrated, exceptional written and oral communication skills. At least 3 years relevant experience in organizing (be it in on a national scale, through local grassroots organizations, as a student leader, etc.), but with a proven track record of leading others towards social justice change.

The ideal candidate will have:

- Strength-based and solutions-based leadership skills
- Demonstrated understanding of capacity building principles
- Understanding of community organizing principals
- Demonstrated skills in cross-sector collaboration and relationship building
- Understanding of current legislations and historical basis for current, State and Federal laws around sexual assault, domestic violence, consent, discrimination, etc.
- Public speaking experience and experience in working with key community influencers
- Bilingual

Work hours are primarily day-time. Schedule TBD. Delivery of service may include nights, weekends and holidays to accomplish task at hand. Work includes lifting up to 30 pounds. The primary location is in San Francisco / Marin area with limited travels to the Silicon Valley location(s).

Required: Cleared background check (fingerprinting), valid TB test, valid California driver's license, reliable transportation and auto insurance. Must have completed or be willing to complete 65hr-trained California State Domestic Violence and Sexual Assault Counselor certification. (Training will be provided).

Please submit resume and cover letter to jennifer@ywcasf-marin.org with "Civic Engagement Coordinator" in subject line. First deadline for submission will be on January 24, 2020. Posting will continue until position is filled. The YWCA San Francisco / Marin and Silicon Valley is an Equal Opportunity Employer.