



**YORK COUNTY
CONFRONTING RACISM COALITION
JOB DESCRIPTION**

Position: Confronting Racism Coalition (CRC) Coordinator

Reports to: Board of Directors of the CRC Coalition.

CRC Mission: To create sustainable change by breaking down systemic racial barriers and promoting healing, equity, and inclusion for all.

CRC Vision: York County is a place where differences are valued and equity prevails.

CRC Values: Trust, Respect, Relationships, Appreciation, Personal Growth

Overview: The CRC Coordinator will coordinate all activities of the CRC to advance its goals. Activities include: working with the Board of Directors and committees to develop strategies, engage volunteers, organize meetings, and manage communications and special events. The Coordinator will be accountable for fostering the values of the CRC while operating efficiently and effectively.

Minimum Education / Experience:

- Associate's degree preferred and/or at least 4 years of experience in a program coordination role.
- Experience in coordinating volunteers, community partnerships and program facilitation.

Responsibilities:

- Promote the CRC mission and vision to diverse audiences.
- Work with volunteers to drive implementation of actions towards CRC goals.
- Grow the CRC membership and maintain membership records.
- Sustain positive relationships with community DEI initiatives and partners and pursue opportunities for partnerships.
- Continuously learn about local and national efforts to build equitable communities.

- Provide support to Board and Committee Co-Chairs to facilitate meetings, assisting in the preparation of meeting materials, communications, meeting minutes etc.
- Provide regular reports on progress against goals and indicators.
- Work with Board of Directors to establish annual budget, manage income and expenses and prepare financial reports to the Board.
- Identify potential funding sources to support the CRC's goals and priorities.
- Write grants, as needed, or provide support for grant writers.
- Prepare or assist in the CRC's grant reporting to funders as required.
- Develop relationships with potential funders and participating in relevant networks.
- Work with Communications Committee to develop communications materials, potentially including summary documents and implement web and social media strategy.
- Other duties as assigned.

Required Skills:

- Excellent time management skills and the ability to prioritize work and work independently.
- Attention to detail and problem-solving skills.
- Excellent written and verbal communication skills.
- Strong organizational skills with the ability to multi-task.
- Critical and strategic thinking skills.
- Conflict resolution and restorative practices experience preferred.
- Agile and adaptive to constantly changing needs.
- Assertive to ask for clarification when needed and know when to research independently.
- Able to build strong working relationships.
- Proficiency in computer technology. Microsoft Office and Adobe required and website management a plus.
- Comfortable with scheduling meetings and activities in MS Office and Zoom software

Work Schedule: Between 10-20 hours/week. Part Time, Non-Exempt

Interested candidates should submit their resume and cover letter by December 1, 2023 to: confrontingracismyork@gmail.com