

Social Justice Education & Training Coordinator

Applications to: Employment@YWCApdx.org - Include job title in the subject line

Position Overview

Are you excited about having courageous and necessary conversations about social justice and creating inclusive communities? Are you prepared to interrupt oppression? YWCA seeks an organized and creative Social Justice and Training Coordinator for our growing Social Justice Education and Training Program. In this position, you will coordinate the delivery of thought provoking and impactful trainings on an intersectional array of social justice topics, including historic and ongoing systemic racism, oppression, and violence. This position supports a diverse and talented pool of trainers to develop and deliver cutting edge content. With a keen eye for detail and a strong knowledge of project management, the Social Justice Education and Training Coordinator will be on a mission to expand the knowledge and practice of social justice to everyone in our community and beyond.

You can visit our Social Justice Training webpages to learn more:

- [Public Workshops](https://www.ywcapdx.org/events/social-justice-trainings/): <https://www.ywcapdx.org/events/social-justice-trainings/>
- [DV Certification](https://www.ywcapdx.org/domestic-violence-advocacy-certification): <https://www.ywcapdx.org/domestic-violence-advocacy-certification>
- [Private Workshops for Organizations](https://www.ywcapdx.org/private-workshops): <https://www.ywcapdx.org/private-workshops>

YWCA IS ON A MISSION

YWCA is on a mission to eliminate racism, empower women, and promote peace, justice, freedom, and dignity for all. For more than 120 years, YWCA of Greater Portland has invested in our community, supported survivors, and advocated for the most vulnerable among us: women, children, seniors, the unhoused, and the incarcerated. As one of 200 Associations nationwide, we are proud members of YWCA USA, one of the oldest and largest women's organizations in the nation.

Department: Social Justice

Reports To: Social Justice Training Manager

Status: Full time, exempt

Wage Range: \$25.48/hour + generous benefits

Application Process

Posting is active until July 31st. Interviews conducted in early August.

Please submit a complete application, which includes:

- Cover letter that highlights what inspires you about our mission, and how your lived experience will strengthen YWCA and support our growing Social Justice Education and Training Program.
- Resume
- 3 to 5 References

Only **complete** applications will be considered

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Key responsibilities	Deliverables/outcomes
Impactful Training Support & Inspiring Trainer Network Support	<ul style="list-style-type: none">• Coordinate and schedule all Social Justice training workshops in collaboration with the diverse YWCA trainer network and partner organizations.• Manage communications and documents necessary to deliver all social justice programming, including contracts, invoices, training descriptions, evaluations, and training logistics.• Track attendees, including courses taken, and process DV 40-hour training certifications.• Partner with training facilitators to develop new content that brings the latest thinking to YWCA's social justice audience.• Ensure that all public offerings are effectively promoted on YWCA's website and social media in partnership with the Communications Manager.• Provide technical support for all trainings• Maintain strong communication with internal and external partners.
Meaningful Training Evaluation & Expansion	<ul style="list-style-type: none">• Collaborate with the SJP Training Manager to revise and implement a meaningful training evaluation tool.• Gather and synthesize training feedback monthly for the SJP Training Manager and make responsive adjustments to community needs.• Co-facilitate internal discussions of Social Justice topics with SJP Training Manager.
Participatory Teamwork & Responsible Representation	<ul style="list-style-type: none">• Engage consistently in anti-racism practices and approaches with internal and external work based on a deep understanding of historical and present-day structural racism.• Attend and occasionally co-host workshops• Host equity discussions on a bi-monthly basis• Responsibly represent the program and the YWCA in the community, with community partners and other collaborators.• Uphold YWCA of Greater Portland's mission, vision, and values by acting with integrity, accountability, and responsibility toward community-based projects, fellow employees, volunteers, donors, and everyone the organization engages with.• Perform other duties as assigned.

The Ideal Candidate

- Commits to eliminating racism and empowering women, strives for equity in all aspects of their work, and has a strong understanding of trauma-informed principles and practices.
- Communicates clearly, consistently, and kindly with agency partners, and colleagues, and responds in a timely, compassionate, and appropriate way to multiple partners.
- Manages a complicated and frequently deadline-driven work environment with consistent and effective self-care strategies and techniques.
- Advocates for social justice including furthering the rights, protections, and empowerment of historically oppressed, under-represented, and/or marginalized communities.
- Regulates personal emotions and practices self-care while enduring moderate amounts of stress and vicarious trauma.
- Brings an intersectional lens to the work that focuses on lived experience, resiliency, and opportunities for calling in.

Knowledge, Skills, and Experience

- 2 years of experience in social justice work.
- Deep understanding and passion for continued learning in topics relating to social and racial justice.
- Demonstrated culturally responsive communication skills (both written and spoken.)
- Knowledge of online virtual meeting and training tools best practices.
- Openness to adult learning theory best practices and marginalization mitigation
- Experience with evaluation processes, preferred experience in evaluating trainings for their effectiveness in deepening participants understanding of topics presented.
- Computer skills including working knowledge of Microsoft Office Suite, Google Workspace, and virtual meeting tools.
- Ability to work independently and be self-motivated.
- Ability to organize, prioritize and complete multiple and varied tasks.
- Ability to navigate psychologically activated spaces.
- Desire to actively participate in self-reflection, continued education and professional development.
- Ability to build rapport with people from diverse cultural and economic backgrounds; consistently treat others with respect and dignity.
- Ability and willingness to work as a team member and support the mission and goals of YWCA of Greater Portland.
- Bilingual and cross-cultural knowledge, experience, and skills a plus.
- Social media, website, and video editing experience a plus.

- **Flexibility, kindness, trauma-responsive, and a sense of humor are essential.**

Job Conditions

- Primarily remote position in Portland Metro Region that requires in-person meetings with community-based partners and colleagues at varied community locations.
- Must be able to provide own transportation, mileage is reimbursed.
- Laptop, phone, and other materials as needed will be supplied.

Benefits

- 100% Employer paid Comprehensive Medical, Vision, and Dental Insurance coverage (with a no deductible option).
- Generous paid time off (including 13 paid holidays).
- Employer paid Life, Short- and Long-Term Disability Insurance.
- Unlimited access to no-cost Social Justice Trainings (see www.ywcapdx.org) and additional position-specific professional development.
- 100% Employer Paid Pension Plan (generous contribution) after 2 years of service in the YWCA Retirement Fund, one of the oldest pension plans in the country; a 403(b) Retirement Savings plan is available to all new employees.
- Membership in the YWCA USA sisterhood, a 160-year-old network of 200 associations worldwide.

Our Hiring Philosophy

We believe that a diverse, equitable, and inclusive workplace makes us a stronger, more creative, and more resilient organization. As an organization that works to amplify the voices of those from different ethnic, racial, and cultural communities, religions, gender identities, sexual orientations and/or expressions, we highly encourage people from all backgrounds, ages, abilities, and experiences to apply.

YWCA of Greater Portland is an equal opportunity employer. We do not discriminate on the basis of race, color, ancestry, religion, national origin, sexual orientation, age, citizenship, marital or family status, disability, gender, gender identity or expression, pregnancy or caregiver status, veteran status, or any other legally protected status. We are also a Second Chance Employer. We work to ensure that individuals with disabilities are provided reasonable accommodations to participate in the job application and interview process, to perform essential job functions, and to receive other benefits and privileges of employment.

YWCA is on a mission to eliminate racism, empower women and promote peace, justice, freedom, and dignity for all. We welcome candidates who have diverse lived experiences and intersectional identities including those who are multicultural, multilingual, BIPOC, 2SLGBTQIA+, differently abled, and have experienced sex work or been impacted by the criminal legal system. We encourage everyone who is passionate about our mission and who can bring valuable lived experience to this position to apply,

even if you don't believe you meet every one of the described qualifications. YWCA will not hire someone currently receiving services or within the first 6 months of ending YWCA services. YWCA cannot provide services to our own employees but can provide referral to other agencies.

Please note that proof of COVID-19 vaccination is a requirement for all employees.