

Community Impact Coordinator Position Description

Santa Cruz County Youth Action Network

United Way of Santa Cruz County (UWSCC) was founded in 1941 and has decades of experience effectively bringing together multiple sectors to address some of our community's most pressing social issues. Collectively, our initiatives reach well over 75,000 residents each year. From staffing the Santa Cruz County Children's Network to co-founding and sustaining the now internationally recognized Go For Health collaborative to moving the county's first Youth Violence Strategic Plan from planning to implementation, our focus is on multiple stakeholder engagement, collective community impact, accountability and results.

The United Way is seeking a 40 hour/week Community Impact Coordinator to staff and coordinate the activities of the Santa Cruz County Youth Action Network. The Youth Action Network is countywide community collaborative working to promote youth-wellbeing by connecting young people to resources and opportunities to create positive community change and elevate their voices in decision-making. YAN stemmed out of the Youth Violence Prevention Network and continues to focus on prevention efforts by prioritizing positive youth development frameworks, youth-adult partnerships and being culturally responsive.

Current prioritized issues and activities include: increasing youth voice and civic engagement within decision making countywide, operationalizing the Countywide Children and Youth Bill of Right, increasing opportunities for youth to get involved with community based research with UC Santa Cruz, support increasing relationships between youth and adults, and connecting youth to meaningful opportunities within the community.

Examples of Duties and Responsibilities

Under the supervision of the Director of Community Impact, the Community Impact Coordinator will perform the following duties:

Program Coordination:

- Provides administrative and support staffing for Youth Action Network (YAN).
- Coordinates bi-monthly YAN Steering Committee Meetings, quarterly Children's Network Meetings, bi-monthly UCSC Partner Meetings and other meetings and events as assigned, including outreach, preparation and distribution of agendas, minutes, supporting documents and resource materials.
- Prepares reports, presentations, documents and correspondence related to network activities.
- Plans and coordinates community events related to the Youth Action Network's goals and focus.
- Oversees coordination of YAN interns and volunteers.
- Assists Community Impact team with other initiatives and supports UWSCC events as assigned.

Positive Youth Development & Youth Organizing:

- Continue to develop a youth leadership curriculum, resource bank and lesson planning to support YAN Steering Committee.
- Supports youth steering committee members in co-creating activities and projects for the Youth Action Network.
- Leads by example and upholds code of conduct when working with youth.
- Assembles and provides relevant information and resources on the latest research and best practices in Positive Youth Development and Youth Organizing.
- Works collaboratively with YAN program partners and youth to identify emerging needs for youth.

Community Engagement:

- Develops and maintains close working relationships with a wide variety of public and private leaders and stakeholders, participates in recruiting new participants (including specific outreach and engagement of youth and communities most impacted) and maintains current database of participants
- Work with YAN Steering Committee and other partners to increase participation and access to needed resources for youth leadership, civic engagement and connection.
- Maintains a communications system to keep YAN partners and other stakeholders informed and engaged in YAN's goals and objectives. Communication avenues include, but are not limited to, the YAN website, Facebook page and group page, Instagram, monthly newsletters, emails, calls and texts.
- Represents YAN in meetings with groups and organizations for purposes of collecting information, recruiting participants and sharing YAN's work.

Fund Development:

- Gathers and provides information about grant opportunities, provides information for grant proposals, monitors current grants and prepares grant reports & funder presentations.
- Assists in budget preparation and expense tracking.
- Collaborates with Resource Development Team to support program funding.

Core Competencies for all UWSCC Staff

- Mission Focused: Catalyze others' commitment to the mission to create real social change that leads to better lives and healthier communities. This drives their performance and professional motivations.
- Relationship-Oriented: Understands that people come before processes and is astute in cultivating and managing relationships toward a common goal.
- Collaborator: Understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement
- Results Driven: Dedicated to shared and measurable goals for the common good: creating, resourcing, scaling and leveraging strategies and innovations for broad investment and impact
- Brand Steward: Steward of the brand and understands his/her role in growing and protecting the reputation and results of the greater network.

Diversity, Equity, and Inclusion (DEI)

- Behaviors reflect a belief that individuals from diverse backgrounds lead to a more successful organization.
- Educates oneself about DEI issues within the organization and community.
- Demonstrates a willingness to become aware of and address one's own implicit biases.
- Deliberately works to include individuals from underrepresented backgrounds in efforts both internally and externally as appropriate.
- Identifies and integrates the tools and resources needed to create more equitable environments.

Required Qualifications

Demonstrated experience with community organizing; staffing coalitions and/or community groups; demonstrated commitment to social justice, equity and results; experience with professional report writing; experience working with diverse community partners; experience working with underserved and diverse communities reflecting Santa Cruz County; strong written and oral communication skills; ability to work independently; strong organizational and interpersonal skills; must be comfortable speaking one-on-one and in front of large groups; ability to build and manage relationships with a variety of people; demonstrated ability to meet deadlines; demonstrated ability to quickly learn new systems and skills as needed; strong and proven ability to multitask; proficiency in Microsoft Office, including Word and PowerPoint.

Desired Qualifications

Bilingual in Spanish/English, working knowledge of positive youth development practices and youth organizing; working knowledge of Collective Impact; working knowledge of issues of equity and social justice; ability to analyze and interpret data; ability to create systems of communication such as newsletters;

experience/knowledge of United Way's mission and programs; experience working with the media and managing social media; experience working within a dynamic and changing environment; self-motivated and work without administrative support as needed; grant writing experience.

Education and Experience

Bachelor's degree and/or equivalent combination of employment and education experience.

Physical Requirements

Position requires sitting and using a computer keyboard and screen for long periods of time; moderate physical activity including walking, stooping, bending, reaching and carrying objects up to 25 lbs and have access to reliable personal transportation with mileage reimbursed at current IRS rates.

Salary & Benefits

Hourly range \$24.00 - \$27.00. Benefits after one full month of employment include: health and dental insurance; employer contribution to employee's 403(b) retirement account; and vacation, holiday, and sick leave policies. The United Way of Santa Cruz County is an equal opportunity, affirmative action employer.

Accepting applicants until position is filled

To Apply:

1. Submit one (1) signed original cover letter and resume detailing your skills and experience to semmert@unitedwaysc.org
(Word or .PDF format only)

Please include in your cover letter, resume a list of three professional references, individuals who have immediate knowledge of your work. Please include name, title, organization, address, telephone number, and state the capacity in which the individual knows your work. References will not be contacted until after interviews with the selected applicants.

2. Mailing Address

Human Resources
United Way of Santa Cruz County
PO Box 1458
Capitola, CA 95010

Via Email

semmert@unitedwaysc.org