**Racial Equity Program Administrator**

**Cover Letter Required**

Please include a cover letter along with your resume as part of your submission. The cover letter should address your specific interest in the position and highlight both your personal and professional traits as they relate to this role.

**The YWCA**

The YWCA of Rochester and Monroe County has served women and girls in our community for over 130 years. We serve more than 1,000 women and children each year by providing emergency housing, preparing young mothers to become excellent parents, to lead healthy, productive lives and achieve success in school and at work. The YWCA is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all

**Job Summary**

The Racial Equity Program Administrator will assist with the daily implementation and operations of the racial equity initiatives of the YWCA of Rochester and Monroe County. This includes: The Stand Against Racism event, *Person2Person*,The Unconscious Bias Workshop Series and the Racial Equity Organizational Workshops (REOW). This individual will report to the Vice President of Racial Equity and will assist and provide support to additional operations as assigned.

The ideal candidate should have excellent oral and written communication skills—the ability to internalize the mission and vision of the YWCA of Rochester and Monroe County. Candidates should be proficient in Microsoft Office functions, particularly Word, Excel, Outlook and Power Point. Prospective candidates should also be familiar with database systems. The Racial Equity Program Administrator should be well organized and have the ability to pay attention to details. This role requires the responsibility of proof-reading documents and departmental marketing materials.

The Racial Equity Program Administrator should have a base knowledge of budgeting and ability to process and track income and expenditures.

Candidates should be easily adaptable and should have the ability to thrive in a fast-paced setting. We are looking for candidates possessing the highest level of ethical integrity.

The prospective candidate should anticipate the organizational needs of the department for both internal and external stakeholders. This role requires a personable demeanor with the ability to quickly gain the trust of organization and external constituents.

**Responsibilities**

* Efficiently write emails, letters and proposals for prospective racial equity community partners
* Support the VP of Racial Equity’s initiatives, including scheduling meetings, coordinating workshop participant guides and keeping precise departmental and board committee meeting notes.
* Manage the planning and execution of specific events, including scheduling and monitoring all logistical and support service arrangements (venue, dining, event marketing, recruitment volunteers and event registration).
* Assist in maintaining a database for every event to address and mail event-related pieces.
* Manage the creation of event collateral materials such as name tags, place card, invitations, sponsorship packets, confirmation packets, event programs, and invoices.
* Develop and maintain an electronic organized system for racial equity program materials, including a database of past and present program participants and prospects.
* Conduct outreach activities designed to involve the community in the YWCA racial equity initiatives.
* Coordinate the assignment of the workshop facilitators—serving as the lead in ensuring facilitators have the supporting materials for the workshop.
* Securing workshop venues.
* Stay abreast of department inventory of supplies, placing orders for materials accordingly.

**Qualifications**

* Bachelor’s degree and/or a minimum of 6 years of professional experience in a non-profit or business environment. Experience in, or strong familiarity with race relations, racial equity and inclusion and organizational cultural awareness is a must.
* Must work well independently, yet have the ability to contribute and produce in a team setting.
* Demonstrated ability to exercise a high degree of judgment and diplomacy, and an impeccable commitment to confidentiality is required.
* Routinely lifts/moves equipment and supplies weighing up to 25 pounds to event venues for event execution needs. Must be able to remain in a stationary position during entire shift and move throughout event venues to execute events.
* Flexible schedule and ability to work some early mornings, evenings and weekends.
* Must be able to travel or transfer equipment to and from the local office to the event venue.
* Must have a valid Driver’s License

**Background Screening**

The YWCA of Rochester and Monroe County conducts background screening on job candidates upon acceptance of a contingent job. Background screenings are performed in compliance with the Fair Credit Report Act.

<http://www.ywcarochester.org/site/c.4nIDIROnG4IOE/b.6520105/k.6957/Current_Job_Openings.htm>