

YWCA Southeastern MA Job Description and Specifics

Mission: YWCA Southeastern Massachusetts is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all.

Position: Race, Equity, Diversity, and Inclusion (REDI) Workplace Facilitator

Statement of Duties:

- In collaboration with Race, Equity, Diversity and Inclusion Team, develops, designs and facilitates REDI workshops and community programming.
- In collaboration with Race, Equity, Diversity and Inclusion Team, evaluates program effectiveness.
- Collaborates with funders and community partners on Race, Equity, Diversity, and Inclusion initiatives that are consistent with the YWCA's mission.
- Represents the YWCA at appropriate community meetings, forums collaborations and coalitions that further the mission of the YWCA.
- Gathers and maintains a variety of diversity educational resources for employees and managers.
- Attends and completes professional learning programs on relevant topics and incorporates best practices from the field.
- Staffs various YWCA and partner committees.
- Keeps program statistics and other records as assigned.
- Adheres to all YWCA policies and procedures. Some evening and weekend work required.
- Performs other duties as required.

Reports to: Director of Advocacy & Resource Development

Requirements:

- Accepts responsibility for implementing the Mission of the YWCA.
- Experience in driving diversity, equity and inclusion in communities, organizations, and/or related fields.
- Experience with, and knowledge of, already existing community programs and organizations involved in eliminating racism and empowering women.
- Strong ability to maintain relationships through professional and responsive communication.

- Ability to work in a hybrid format, including in-person at the YWCA Administrative Office, on Zoom, remote, and at client locations.
- Positive, can-do attitude and team player.
- Able to work independently.
- Highly organized and detail oriented.
- Experience with group facilitation process.
- Driver's License, reliable access to a vehicle, and willingness to travel to Boston and across Southeastern MA.
- Demonstrated respect and sensitivity for cultural differences.
- Ability to resolve conflicts in group situations.
- Demonstrated public speaking, facilitation, training, and organizational skills required.
- Ability to keep confidential information and material confidential.

Other job-related duties and responsibilities may be assigned and/or the job description may change periodically to reflect changing organization needs.

Position Status: Non-Exempt: Part Time; 30 hours a week, with potential to be full time

Salary Range: \$18 - \$20 / hour

The YWCA Southeastern Massachusetts offers benefits including 50% reimbursement for individual health insurance, AFLAC supplemental insurance; earned vacation, sick time and holidays; and an excellent retirement plan.

Please send resume and cover letter by April 19th, 2021 to Jordan Latham jlatham@ywcasema.org
For questions, please contact Jordan Latham at 508-999-3255.

THE YWCA SOUTHEASTERN MASSACHUSETTS IS AN EQUAL EMPLOYMENT
OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

YWCA Southeastern Massachusetts values a diverse, equitable, and inclusive workplace and strongly encourages women, people of color, LGBTQ+ folks, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply. YWCA Southeastern MA is an equal opportunity employer. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition or any protected category prohibited by local, state or federal laws.