



Position Description: (Bilingual) Program Coordinator

Reports to: Director, Grants & Community Impact

General Position Summary: The Program Coordinator supports the [Investing in Children Coalition](#) and [Help Me Grow/Ayudame a Crecer Central Washington](#), two community-based collaboratives supported by YVCF as the fiscal agent. These two efforts (which include both Yakima and Kittitas Counties) focus on systems that impact families with children from prenatal to five (a critical period of development) during which there are significant opportunities to make investments in children and families to close opportunity gaps. This work is part of the Foundation's overall strategy for investments in education, which is guided by [YVCF's equity statement](#). This position is grant-funded through 2022, and will be a non-exempt, full-benefit employee of YVCF.

Essential Functions/Major Responsibilities:

Coalition(s) Management

- Provide primary coordination support for both Investing in Children and Help Me Grow/Ayudame a Crecer to include:
 - Scheduling meetings and special events (calendar invitations, reminders, securing meeting space, setting up virtual meeting spaces, parking and travel arrangements, catering, RSVP's and reminders)
 - Taking and distributing meeting minutes using Padlet (see an example from the [December 2020](#) meeting)
- Organize and maintain all coalition files and records, including electronic files.
- Maintain written and online tools for coalition use including reports, surveys, and evaluation instruments
- Identify technological tools to enhance and support the coalition's operational capacity

Community Partner Support

- Promote relationship-building with other organizations, agencies, and individuals both in Central Washington and statewide.
- Support Investing in Children action teams which may include but is not limited to: creating agendas, distributing materials, facilitating meetings, and conducting post meeting communications.
- Support Help Me Grow/Ayudame a Crecer Central Washington action teams which may include but is not limited to: creating agendas, distributing materials, facilitating meetings, and conducting post meeting communications.
 - This also includes supporting the annual fidelity assessment for HMG sub-affiliates
- Support the Parent Engagement Program of Help Me Grow/Ayudame a Crecer Central Washington, which may include, but is not limited to: developing recruitment materials for

parents, recruiting prospective parent participants, coordinating technology check-outs and gift card distribution, supporting host organizations.

- Maintain contact information with [Washington Communities for Children \(WCFC\)](#), a key statewide partner network of other regional coalitions
- Maintain contact information with [Within Reach](#), the state affiliate for Help Me Grow WA.

Communications and Community Outreach (which may need to be carried out in both English and Spanish)

- Develop and maintain community partner contact information and email distribution lists.
- Respond to all requests for information and assistance, as needed.
- Contribute to and maintain program content for website, newsletter, facebook, twitter and other social media.
- Assist in developing presentations and other materials for use during events, meetings and trainings.
- Assist in requesting appointments, scheduling meetings, providing information to stakeholders, including but not limited to: legislators, community members, families, government officials, coalition members.
- Plan and coordinate the logistics for various community outreach and education events.
 - This may include creating emails and/or other flyers/invitations in both English and Spanish.
 - Events may be after regular business hours and/or require some travel.
- Provide interpretation services as needed for phone and/or email inquiries, event check-ins, or other situations as needed

Grant Administration

- Coordinate grant administration internally and with external grant partners.
- Work closely with the Director, Grants & Community Impact and VP, Finance & Operations of YVCF to monitor all grant budgets and expenditures to ensure compliance with funding requirements.
- Maintain grant files and records.
- Assist with the identification of grant opportunities and completion of proposals, as needed.

Other duties, as assigned.

QUALIFICATIONS:

Education and Experience:

- AA Degree preferred and/or 2-4 years of relevant experience.

Necessary Knowledge:

- Knowledge of the Yakima Valley.
- Outstanding communications skills: superior writing and editing ability, ease in speaking, active listening skills.
- Outstanding attention to detail and organizational skills; ability to create, improve and maintain workflow systems.
- Knowledge of maintenance and operation of computers, major software programs and social media programs.

Ability and Skill to:

- Read, write and speak at a professional level in both English and Spanish.
- Establish and maintain positive working relationships in a small office with internal and external colleagues with flexibility, and anticipatory and critical thinking.
- Work and thrive while under pressure or in stress-related circumstances with a positive approach, a can-do attitude, and a sense of humor.
- Collaborate as a team player that works well with diverse partners. Manage multiple assignments with competing priorities.
- Maintain a high degree of sensitivity with people of diverse cultural, socioeconomic, and lived experiences.
- Provide information to a variety of audiences so that a high level of understanding is achieved.
- Demonstrate strong initiative and a self-starting approach.

Job Conditions:

- Candidate must have the ability to pass a background check (which includes a credit check)
- Incumbent works mainly in an office/business setting with frequent public contact. Workweeks in excess of 40 hours occasionally required. This position also requires occasional travel.
- Must be willing and able to:
 - Operate all office machines and computers
 - Use computer keyboard and mouse and see monitor. Use and answer telephone (talking and hearing).

Salary range: \$38,000-\$40,000, depending on experience

Application Process:

Position closes January 25th. Please submit your application online via this link: [Bilingual Program Coordinator Applications](#). We expect to contact applicants within one week after the closing date.

Questions? Please contact Lindsay Boswell at forthekids@yakimavalleycf.org or 509-379-0296.