

**Title:** Racial Justice Coordinator

**Exempt:** NO

**POSITION SUMMARY:**

Under the general supervision of the Executive Director, the Racial Justice Coordinator will provide support, supervision, coordination and implementation of the Racial Equity and Diversity training provided by YWCA High Point and undertake a variety of administrative and program management tasks. In addition this position is expected to assist with planning the Stand Against Racism campaign.

**ESSENTIAL JOB FUNCTIONS:**

- Support the Community Builders Initiative
- Support the planning and coordination of racial equity and diversity trainings
- Keep updated attendance records and create content for board reports
- Maintain computer files and folders
- Maintain correspondence with training participants before, during and after sessions
- Ensure technology is coordinated with trainers for virtual workshops and presentations
- Set up of meeting space before training, including sign-in sheets, beverages and snacks (in-person trainings)
- Ensure morning and afternoon break food and beverage items are stocked; re-order as required (in-person workshops)
- Coordinate lunch orders with food vendors as required (in-person workshops)
- Maintain training supplies and materials (flip charts, markers, name tags, etc.)(in-person workshops)

**EXPERIENCE REQUIREMENTS:**

- Priority will be given to candidates who have attended the Racial Equity Institute or similar training.
- Minimum of 1-3 years in program coordination or an equivalent combination of education and experience

**EDUCATIONAL REQUIREMENTS:**

High School diploma or equivalent

**SKILLS REQUIREMENTS:**

- Ability to work and communicate with diverse populations
- Excellent interpersonal, time-management and organizational skills
- Outstanding verbal and written communication skills
- Detail-oriented and efficient
- Tech savvy, proficient in MS Office, and familiarity with online training platforms

**PHYSICAL REQUIREMENTS:**

Exerting up to 50 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. This job requires frequent walking and standing, including going from upstairs to downstairs, and setting up rooms.

# YWCA IS ON A MISSION

eliminating racism  
empowering women  
**ywca**

I have read and understand the job description for my position. I also understand that I am responsible for meeting the standards of performance outlined in the job description as well as conducting myself in a manner supportive of the mission, vision, core values, and standards of behavior of High Point YWCA.

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**Employee Signature**

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**Date**

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**Executive Director's Signature**

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**Date**

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