

## **SHARE Racial Healing Coordinator Job Description June 2021**

### **Our Mission**

SHARE has a dual mission of educating the community on the importance of our region's African American heritage and fostering connections and conversations on race and providing awareness of racism and the broad societal benefits of its elimination. We engage in the research and documentation of the history of African Americans in Kalamazoo as well as acting as a clearinghouse for information on activities and services in our region that center on racial equity.

### **Summary of Position**

If you want to use your organizational and leadership skills in a role that truly benefits the lives of individuals and your community as a whole, and you have a strong interest in African American history and a commitment to racial equity, you'll want to join our team. We are passionate about providing programs and services that benefit our community. We are seeking a program coordinator who will work with other local organizations as well as our consultants and volunteers to provide transformational learning and healing opportunities in southwest Michigan.

### **Duties and Responsibilities**

1. Provides administrative support in the development, implementation, and marketing of the Organizational Racial Healing Program, SHARE's suite of assessments, workshops, retreats, trainings, and action sessions for organizations.
2. Listens actively and strategically to the stated needs of organizations seeking racial equity, and drafts customized proposals that address these needs.
3. Develops and implements high-quality programs, services, and activities that meet stated individual and group goals.
4. Serves as a principal liaison between external constituencies on day-to-day programmatic, operational, and administrative issues; assists in the development and planning of programs, special projects, and problem resolution.
5. Coordinates the activities of consultants, facilitators, and volunteers engaged in implementation and administration of program objectives.
6. Analyzes programs during planning, implementation, and follow-up to verify quality and ensure activities and services achieve stated objectives and outcomes.
7. Creates and delivers invoices; assists in monitoring and administering program/project revenues and expenses; may develop or participate in the development of funding proposals for the program.
8. Collects and analyzes data; prepares scheduled and special reports; maintains program/project records and statistical information.

9. Assists with grant and/or proposal writing as appropriate to the objectives and funding nature of the program; may participate in other fundraising activities.
10. May perform specialized activities of a programmatic nature in direct support of the accomplishment of program objectives and protocol.
11. Works with other local organizations to form collaborative partnerships and to coordinate complementary program offerings.
12. May supervise and train lower level staff, volunteers, and/or interns, as appropriate.
13. Performs miscellaneous job-related duties as assigned.

### **Required Qualifications**

- Bachelor's degree plus work experience in a leadership role
- Experience coordinating and executing workshops, seminars, and special events.
- Experience working with a wide range of constituencies in a diverse community.

### **Knowledge, Skills and Abilities Required**

- Ability to make administrative procedural decisions and judgments.
- Detail-oriented with excellent organizational skills and adherence to deadlines
- Self-motivated and able to work independently when necessary
- Clerical, word processing, and/or office skills.
- Skill in the use of personal computers and related software applications.
- Skill in organizing resources and establishing priorities.
- Strong interpersonal and oral communication skills.
- Record maintenance skills.
- Ability to lead and train staff and/or volunteers.
- Ability to gather and analyze statistical data and generate reports.
- Advanced writing and editorial skills.
- Strong interest in African American history and racial equity.

### **Work Environment**

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee sometimes will be in an office environment and will also attend meetings outside of the office

Competitive salary commensurate with experience; 15-20 hours weekly.

Please send resume/ cover letter to [Share471a@gmail.com](mailto:Share471a@gmail.com) if interested in the opportunity.