Strategy, Program, and Community Solutions Coordinator

JOB DESCRIPTION

June 2023

Location: Bayside or Crescent City, CA; with routine remote and hybrid work structures

Team: Strategy, Program, & Community Solutions (SPCS)

Reports To: Senior Program Officer or Program Officer

Time Base: 40 hours per week

Hours: 8:30am-5:00pm, including occasional evening and weekend work as needed

Status; Level: Regular Non-exempt; Coordinator

Hiring Range: $18.25-$20.50/hour depending on experience, plus health benefits, retirement benefits, paid holidays and sick time; $22.75/hour expected at 1 year of tenure.

About Humboldt Area+Wild Rivers Community Foundation

Humboldt Area Foundation and Wild Rivers Community Foundation (HAF+WRCF) serve the residents of Humboldt, Del Norte, and Trinity counties in California, and Curry County in Oregon, including the region’s 27 Tribal Nations and historically Indigenous territories. Our rural, predominantly economically disadvantaged region serves 200,000 residents in over 10,000 square miles of land. HAF/WRCF was founded in 1972 and has current assets of $155 million and an annual budget of $15.8 million.

In 2020, HAF+WRCF adopted a generational vision of a Thriving, Just, Healthy, and Equitable Region. This vision is implemented through four decade-long goals of increasing Racial Equity, Thriving Youth and Families, Healthy Ecosystems and Environments, and a Just Economy. Supporting vulnerable communities is at the heart and action of HAF+WRCF, and for over two decades HAF+WRCF has intentionally focused resources toward historically underserved populations, unheard voices, and those who experience the highest rates of disparities.

HAF+WRCF implements a holistic toolkit of services to ensure we are supporting community needs. This includes capacity building, advocacy and policy work, networking, leadership training, impact investing, community co-design, and leveraging funds, as well as providing grants and scholarships and managing programs and initiatives. Key programs and initiatives include the Native Cultures Fund, Equity Alliance of the North Coast, and the Redwood Region Climate and Community Resilience Hub (CORE Hub). It also deploys emergency response, recovery, and resilience funding and regranting through its innovative Community Response Team. In addition, HAF+WRCF provides high quality charitable giving services to individuals, families and businesses and develops deep relationships with financial and professional advisors and provides them with resources to help their clients with planned giving.
Job Description
The Strategy, Program, and Community Solutions team was developed to service our region and its many communities, empower the people, organizations, institutions, and businesses to achieve healthy, equitable, and sustainable success. One of the core functions of this team is to blend all of our resources—from skills to funding—to enable shared prosperity and well-being. The Community Team Coordinator is responsible for prioritizing dynamic workloads, providing excellent customer service, proposing solutions, communicating effectively, and working collaboratively across the organization. The ideal candidate will carry out job duties with an emphasis on attention to detail, cultural humility, respect for sensitive information and confidentiality, and have an ability to complete tasks with minimal oversight and a high level of independence. The foundation provides a toolkit of resources which include: Grant Funding, Loans, Scholarships, Leveraging outside funds, Programs, Convening & Networking, Capacity Building, Leadership Training, Advocacy, Research, Policy and Systems Transformation and Public/Private partnerships. It is the role of the Community team to deploy these resources across our 4 county region.

This position is a full participant in working with the Strategy, Program, & Community Solutions (SPCS) Team to fulfill HAF’s mission to “promote and encourage generosity, leadership, and inclusion to strengthen our communities,” and to practice organizational values of community, empathy, and equity. With guidance, a coordinator performs administrative duties requiring independent analysis, judgment and knowledge of organization or department functions. Coordinates information, logistics and processes within a team and across the organization.

Essential Functions
- Work closely with and across the SPCS team to coordinate meetings, including scheduling and logistics, preparing materials and resources, setting up appropriate technology, and providing follow up with documentation of activities, notes, and agreements. Follow through on deadlines and deliverables.
- Coordinate calendars of project staff and schedules of several regularly scheduled project meetings.
- Support the strategy and engagement planning and coordinate internal and external meetings.
- Work closely with the SPCS Executive Assistant to organize and capture strategy materials.
- Provide administrative support for assigned grant round(s) to support Program Officer.
- Outreach for community events in coordination with the Marketing and Philanthropic Advancement Teams: manage the contacts database, coordinate mailing lists and distribute invitations through multiple communication channels including social media and email campaigns.
- Design and implement professional, effective, and informative public displays, event venues, and meeting spaces.
- Maintain community relationships, professionally representing HAF + WRCF in public settings, articulating organization/team role and goals.
- Conduct background research and analysis on key trends and developments relevant to strategy areas of the foundation, prepare briefing and advance materials to support the SPCS broad range of activities and engagements, both internally and externally. Projects and assignments will vary, and the capacity to be proactive, diligent and thorough will be essential.
• Assist in brainstorming, design, and execution of new projects that range across the portfolio of the SPCS activities.
• Support Program Officers/Managers on engagement, tracking, and follow-up using constituent databases (CRM, FIMS, etc.) for effective Grantmaking and partnerships.
• Collaborate with Executive Assistants and Coordinators across departments to support the continued integration of the Foundation’s resources and tools in service of the mission and strategic goals.
• Efficiently manage new or unplanned activities with agility and flexibility as they arise.
• Maintain confidentiality and practice diplomacy in a variety of situations.
• Other duties as assigned.

Minimum Qualifications
• One year of experience working in an administrative capacity in an office environment that has provided the individual with the knowledge, abilities, and skills listed below:

Knowledge, Skills, and Abilities
  o Experience using equipment such as computers, phones, printers, etc.
  o Proficiency with the Microsoft Office suite (Word, Excel, Outlook, Power Point, etc.)
  o Performs work with a high level of accuracy and an eye for detail; is able to identify and correct mistakes in own work
  o Proven experience providing outstanding customer service
  o Performs data entry quickly and with a high level of accuracy
  o Ability to communicate effectively with a diverse population, is able to establish and maintain working relationships with individuals from diverse backgrounds, and has demonstrated sensitivity to cross-cultural perspectives and experiences
  o Ability to work independently as well as part of a team
  o Takes initiative in problem solving
  o Ability to prioritize and organize workloads in order to meet project deadlines
  o Ability to anticipate, identify, and address others’ needs in a dynamic work environment
  o Excellent written and verbal communication skills
  o Handles interactions with creativity and diplomacy
  o Maintains confidentiality and protects sensitive information in accordance with organizational standards
  o Demonstrated ability to receive and incorporate feedback and direction effectively
  o Willingness to follow existing policies and procedures and ability to learn, adapt to, and track new systems and procedures
  o Ability to work the hours required for this position
  o Possess a valid California or Oregon driver’s license and ability to be insured under HAF’s insurance
  o Past experience with discussing and successfully addressing and understanding issues of equity, diversity and inclusion
Preferred Qualifications

- 2 years past experience in administrative support
- Experience operating and troubleshooting audio/visual equipment such as projectors, conference phones, and web-based video conferencing systems
- Applicable Bilingual proficiency (Spanish, Hmong, Tolowa, Hupa, Karuk, Wiyot, Yurok and/or other languages)
- Experience working in large database systems
- Knowledgeable about nonprofit business functions
- Experience developing engaging, professional and beautiful communications and marketing collateral such as Power Point presentations, flyers, applications, etc.

Physical & Mental Requirements of the Job

Work is performed in office and meeting settings as well as in community gathering places. This position experiences prolonged time on the computer and phone. Hand-eye coordination and fine motor skills are necessary to operate computers and various types of office machinery. All of the job functions listed above involve, to a greater or lesser degree, the following physical demands: close vision, hearing, and lifting of up to 10 pounds.

Humboldt Area Foundation + Wild River Community Foundation (HAF+WRCF) is an equal opportunity employer and make employment decisions on the basis of merit and without regard to race, religions creed, color, age, sex, sexual orientation, gender identity, genetic information, national origin, religion, marital status, medical condition, disability, military service, pregnancy, childbirth and related medical conditions, or any other classification protected by federal, state, or local laws or ordinances.

Humboldt Area Foundation+Wild River Community Foundation and our affiliates are committed to diversity throughout our programs, environment, and workforce. It is our mission to “promote and encourage generosity, leadership, and inclusion to strengthen our communities” and our belief that taking active and intentional steps to ensure equal employment opportunity and creating a working environment that is welcoming to all, will foster diversity and promote excellence in our work. To effectively serve a growing diverse population we endeavor to hire and retain staff who are sensitive to and knowledgeable of the needs of the continually changing communities we serve.

_____________________________  ________________________________
Employee’s Signature                                                      HR Signature

Date:_______________________                                                        Date:____________________________