



Strategy, Program, and Community Solutions Coordinator

JOB DESCRIPTION

May 2022

Location:	Crescent City, CA
Team:	Strategy, Program, & Community Solutions
Reports To:	Vice President or Director of SPCS
Time Base:	40 hours per week
Hours:	8:30am-5:00pm, including occasional evening and weekend work as needed
Status:	Regular Non-exempt
Market Wage:	\$21.25/hour expected at 1 year of tenure
Hiring Range:	\$17.00-\$19.00/hour depending on experience, plus health benefits, retirement benefits, paid holidays and sick time

About Wild Rivers Community and Humboldt Area Foundation

Wild Rivers Community Foundation (WRCF) and Humboldt Area Foundation (HAF) serves the residents of the California counties of Humboldt, Trinity, Del Norte, as well as Curry, Oregon and adjacent Tribal Lands by promoting and encouraging generosity, leadership, and inclusion to strengthen our communities. Through the generosity of local and national philanthropic donors, HAF has awarded more than \$95 million in grants and scholarships since 1972. HAF—along its family of organizations including the Wild Rivers Community Foundation, Humboldt Health Foundation, Native Cultures Fund, and others— focuses its grantmaking and program efforts on strengthening community capacity and transforming our communities’ ability to solve problems and address the root causes of those problems. In early 2021, the foundation adopted four goals focused on vital issues for its next decade of action and support: **Racial Equity**, a **Just Economy**, **Thriving Families and Youth**, and **Healthy Ecosystems and Environments**. As part of this new focus, the organization is making significant organizational shifts to support this dynamic and growing region in the Pacific Western United States.

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.

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.
- 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 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

- Three years 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

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

Preferred Qualifications

- Over 3 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 is an equal opportunity employer and makes employment decisions on the basis of merit and without regard to race, religion, 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. Applications submitted for this position do not constitute a promise of employment.

Humboldt Area Foundation (HAF) 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 it is our practice to take active and intentional steps to ensure equal employment opportunity, foster diversity and promote excellence in our work, and create a working environment that is welcoming to all. To effectively serve the growing diversity of the communities we serve we endeavor to hire and retain staff who are sensitive to and knowledgeable of the needs of the many diverse populations within those communities.

Employee’s Signature

HR Signature

Date: _____

Date: _____