



HUMBOLDT AREA
FOUNDATION

COMMUNITY STRATEGIES COORDINATOR

Job Description

NOVEMBER 2017

Location:	Bayside, CA
Department:	Community Strategies
Reports to:	Director of Community Strategies
Time Commitment:	40 hours/week, 8:30 a.m. - 5:00 p.m.; occasional evenings, weekends, overtime
Status:	Hourly, regular non-exempt
Starting Range:	\$16.00 - \$20.00/hour, includes health and retirement benefits, paid holidays and sick time
Deadline to Apply:	Friday, January 5, 2018

About Humboldt Area Foundation

Humboldt Area Foundation is the community foundation of and for the residents of four counties including Del Norte, Curry, Trinity and Humboldt, and in some cases, beyond. We promote and encourage generosity, leadership, and inclusion to strengthen our communities. Community Foundations provide opportunities for individuals, organizations and companies to fund important community activities where they live and work and for them to work together on common goals. Humboldt Area Foundation provides grants to support activities with positive impacts on residents' lives and also brings community members and leaders together to address social and regional challenges and long-term solutions.

Job Description Summary

The Community Strategies Coordinator serves as a full participant in achieving Foundation objectives related to transforming our communities' abilities to solve problems and address the root causes of challenges faced in our region. An ideal team member will consistently support the Community Strategies Director and Leadership Program Manager to implement Foundation activities, including planning, coordinating and handling logistics and communications for projects and events that engage a diverse cross-section of community members.

This person will focus on the Foundation's multi-year initiative for the Equity Alliance of the North Coast (approx. 50% of time), in addition to supporting the Native Cultures Fund (approx. 25% of time) and other collaborative efforts the Foundation supports in our communities (remaining 25% of time). This person will support team members in administrative and logistical tasks, grant research and writing, internal and external communications, and project and event planning and implementation.

Ideal candidates will demonstrate personal and professional dedication to collaboratively improving north coast communities for future generations. This role contributes to the Foundation's development of integrated team practices in an organization focusing on generosity, leadership, and inclusion. Team members are encouraged to bring their whole selves to this work, valuing self-awareness and insights gained from individuals' lived experiences. Our candidate must have an interest in joining a team learning to effectively navigate challenging conversations about common community and organizational issues such as race, power dynamics, and individual and collective opportunities for improvements.

Minimum Qualifications

- Equivalent to three years of full-time experience working or volunteering in an administrative support role that has provided the knowledge, abilities, and skills noted below

Knowledge, Skills, and Abilities

- 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
- Seeks cultural understanding, demonstrates cultural humility and demonstrates commitment to understanding and transforming/dismantling racialized inequities
- Provides excellent customer service, has experience working with a diverse public in a welcoming and helpful manner, and handles interactions with creativity, openness and diplomacy
- Demonstrates open, transparent, and clear verbal communication skills, as well as the ability to receive and incorporate feedback effectively and professional phone conduct
- Illustrates strong written communication skills including written correspondence etiquette for a business setting
- Ability to take direction from multiple staff members, be self-motivated in addressing necessary tasks, and works collaboratively to solve problems or meet deadlines in a busy office environment
- Has an eye for detail and is able to identify and correct mistakes in own work
- Effective and efficient time management skills and techniques for work in a fast-paced environment, where it is important to prioritize and organize workloads to meet multiple duties and deadlines. Ability to balance the need for accuracy with the need for task completion
- Maintains awareness of big picture goals while implementing shorter-term objectives and key administrative tasks consistent with those goals
- Experience taking meeting notes, minutes and documenting project task lists
- Ability to schedule large numbers of partners and maintain complex calendars in timely manner
- Maintains confidentiality and protects sensitive information in accordance with organizational standards
- Proficiency executing intermediate level functions with the Microsoft Office suite (Word, Excel, Outlook, etc.) and social media
- Ability to work the hours required for this position, and is both a punctual and reliable
- Possesses a valid California driver's license and current auto insurance

Preferred Qualifications

- Experience with community-based or collaborative organizing, problem-solving, facilitation
- Experience with and comfort learning new technology or equipment such as editing software, cameras, video/audio-recording, storing and management of digital files
- Knowledgeable about nonprofit budgeting, fundraising and grant writing
- Familiarity with foundations and the field of philanthropy
- Volunteer management or coordination experience
- Experience planning and hosting large community events (over 50 attendees)
- Social media campaign building experience
- Proficiency in data gathering, summation and research analysis
- Proficiency with database programs, website management platforms, listserv and reservation platforms
- Spanish fluency and the ability to translate documents or occasional small meetings
- Knowledge of and comfort with graphic design tools and public outreach best practices
- Associates or Bachelor's degree in a related field

Physical & Mental Requirements of the Job

Work is performed in office settings. 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/listening, clear complete speech, finger and hand dexterity, walking, lifting, carrying, sitting and occasional lifting of up to 25 pounds, complex reading, writing, clerical, perception/comprehension, math skills, good judgment, and decision-making.

Note: this position demands a flexible work schedule as early morning, evening, weekend and overtime may be required.

Application Procedure: Please email the following three (3) documents to admin@hafoundation.org:

1. An electronic **resume** (preferably in PDF or Word format)
2. A **cover letter** (Please use your cover letter to explain your experience in any of the minimum or preferred qualifications required for this position if they are not specifically addressed in your resume. Applicants are evaluated based on how well they match the desired qualifications in this job description.)
3. A **short writing sample** (no more than 2-3 pages, demonstrating your ability to think critically and communicate effectively)

More Information: For more information about this position, contact Jen Rice at jenr@hafoundation.org or (707)442-2993. For more information about Humboldt Area Foundation, visit www.hafoundation.org.

Humboldt Area Foundation and its affiliate the Wild Rivers Community Foundation is an equal opportunity employer and makes 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 (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 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.