



## COALITION COORDINATOR JOB DESCRIPTION

Communities of Opportunity is a unique collaboration between King County, Seattle Foundation and community partners working together to create greater racial, economic and health equity that enables all people in King County to thrive and prosper.

Communities of Opportunity (COO) works with partnerships in neighborhoods and cultural communities to advance better health, safe and affordable housing, economic opportunity and stronger community connections for residents. There are currently three place based sites – SeaTac/Tukwila, White Center, and Rainier Valley.

The Rainier Valley (RV) Place Based site (Multicultural Community Coalition, On Board Othello, Rainier Beach Action Coalition, HomeSight, and South Communities Organizing for Racial/Regional Equity) convenes as a coalition to focus on shared ownership models to prevent displacement of historic cultural communities and to increase economic security.

To best serve and support the Rainier Valley community, we are in search of hiring a Coalition Coordinator to lead and support our work by convening, organizing, and sharing best practices among RV COO members to implement a strong and coordinated anti-displacement agenda for the Rainier Valley.

### **Responsibilities:**

Work with RV COO Steering Committee to establish practices that will lead to the sustainability of RV COO such as:

- Convening and organizing the Rainier Valley Place Based coalition partners.
- Meeting with coalition partners to identify ways they want to coordinate, understand and communicate their priorities.
- Identifying needs of each coalition partner to engage in collective work with each other.
- Ensuring there is clear, transparent communication that builds trust and accountability toward the interests of the coalition and communities most impacted.
- Coordinating assessment methods to evaluate progress and report outcomes to share with coalition members and funders as well as to inform and shape future efforts.
- Participate in the COO Evaluation Advisory Group.
- Communicating with external stakeholders, such as representatives from other COO Place Based sites to promote RV COO's agenda.
- Creating and coordinating a system to track engagement, progress and outcomes, and report progress of RV COO.
- Responding to coalition training needs by identifying and sharing opportunities with members.
- Coordinating RV COO Implementation and Backbone budget and sub-contracts to coalition members and project partners
  - Draft and submit reports to funders and community
  - Develop and track progress on annual work plan
  - Coordinate data collection



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- Willingness to co-work at each coalition member's office on a rotational basis.
- Willingness to work occasional evenings, weekends and travel.
- Advocating for coalition member groups: Multicultural Community Coalition, On Board Othello, Rainier Beach Action Coalition, HomeSight and South CORE/Sage and their work through the Communities of Opportunity process.
- Attend the COO Governance meetings as a coalition representative.

### Required Qualifications:

- Experience, paid or unpaid, in community engagement, policy advocacy, collaboration, or organizing work focused on race and social equity, with preference to this work being done in and with the Southeast Seattle community.
- Program planning experience: demonstrated ability to create and execute a program that meets expectations, devise and implement systems, evaluate and improve, and coordinate with other COO Place Based Sites.
- Project management experience: demonstrated ability to coordinate a team of people, who are working on multiple projects in different stages, to meet coalition goals.
- Experience developing and facilitating workshops and trainings with an anti-oppression focus.
- Experience with curriculum development, popular education, adult learning, or facilitation of diverse learning styles.
- Experience with culturally and economically diverse communities.
- Strong communication skills, including active listening, receiving and giving feedback, and communicating across teams.
- Program management and budget tracking experience.

### Desired but not required:

- Familiarity with Multicultural Community Coalition, On Board Othello, Rainier Beach Action Coalition, HomeSight and South Communities Organizing for Racial/Regional Equity.
- Fluent in a languages relevant to languages spoken in Southeast Seattle

Anticipated to be 30 hours a week, flexible work schedule and competitive compensation anticipated at \$55,000 to \$70,000 annually depending on experience. This position is hired as an independent contractor and reports directly to the Rainier Valley Place Based coalition partners. Contract and Memorandum of Understanding are held between HomeSight and Contractor. Terms to be discussed with the applicant. We are an equal opportunity employer and strongly encourage people of color, women, and LGBTQ individuals to apply.

### APPLICATIONS:

Qualified applicants should email a resume and cover letter to [coo.rainiervalley@gmail.com](mailto:coo.rainiervalley@gmail.com). Please note that while the position will be posted until May 31, 2019, priority screening will commence May 20, 2019.