

OCTOBER 3, 2017

POSITION DESCRIPTION:

Project Coordinator, King County Alliance for Human Services

ABOUT THE ALLIANCE:

The King County Alliance for Human Services (KCAHS) is a group of King County advocates, providers and residents who are concerned that all our neighbors have the ability to meet their basic human needs. Many of us are human service providers from across the county and from many different types of agencies. We are also funders, recipients of services, representatives from local governments and County government, faith-based communities, and labor.

Our primary focus as we work together is to find stable, adequate, dedicated funding for regional community health and human services to strengthen communities throughout King County.

Southwest Youth and Family Services is the fiscal sponsor of KCAHS and as such, staff are considered to be employees of SWYFS.

PROJECT COORDINATOR POSITION DESCRIPTION

The Project Coordinator will help Alliance participants implement the organization's work plan as well as lead the coordination of all organizing and advocacy efforts. This is a part-time position averaging 20 hours per week. It is the intention of the Alliance to work with the Coordinator at least through 2018. The Coordinator will be supervised by the Executive Director of the Seattle Human Services Coalition, and work closely with Alliance Co-Chairs and Strategy Team members.

The successful candidate will be an articulate, high energy, engaging person who can keep track of details as well as big picture strategy.

Coordinating Responsibilities

The Alliance's Project Coordinator will help to keep the momentum of Alliance work going by:

Supporting Strategy Team members in implementation of Alliance work plan, including:

- Planning and facilitating the organization's annual and ongoing strategic planning processes
- Tracking the decisions, actions, and commitments of team members
- Reminding team members of work yet to do
- Coordinating meeting logistics such as securing locations, sending meeting reminders, and drafting agendas
- Drafting messages, positions, or other documents from points decided on by Strategy Team
- Researching information related to the work plan and strategy
- Creating and maintaining interactive systems of communication with and among Alliance participants
- Maintaining organizational email, website and social media sites

Building support to help people throughout King County meet their basic human needs



KING COUNTY ALLIANCE FOR HUMAN SERVICES

Advocating to establish stable, adequate and dedicated funding for community health & human services

Fund reporting and development, including:

- Coordinating participant contribution campaigns
- Following up on inquiries for membership and orient new member organizations
- Preparing documentation and reports as required by funders
- Tracking funding contract fulfillment
- Researching and following through as directed on additional potential fund sources

Organizing the Membership and Other Stakeholders

The Alliance's Coordinator will help to keep the momentum of Alliance work going by:

Cultivating Engagement:

- Building relationships with human service providers across many sectors
- Promoting the work of the Alliance and
- Maintaining accurate contact and participation records.
- Keeping all participants informed and engaged.
- Nurturing and utilizing leadership to provide direction on specific projects and workplan items.

Supporting Leadership Development:

- Planning and coordinating monthly Alliance General Meetings as well as project working groups.
- Creating summary notes of groups' decisions and actions and tracking progress
- Facilitating participant engagement, carrying out logistics necessary to achieve project goals.
- Supporting participants who take on responsibilities and roles on behalf of the group.

MINIMUM QUALIFICATIONS

- Experience in administration, including information technology, and working with people
- Excellent organizational skills and the ability to focus on priorities and help other collaborate to achieve goals
- Attention to detail combined with an ability to grasp the "big picture"
- Demonstrated understanding of human service and social justice issues
- Experience working with community-based non-profits a plus
- Proficient in Microsoft Office software, GMAIL, Constant Contact, WORDPRESS, and other web-based programs, for communication and web page maintenance
- Able to manage consistent Facebook and Twitter communication
- Ability to communicate effectively in a clear, concise style, both orally and in writing, with individuals from a wide range of cultural backgrounds
- Able to anticipate needs and proactively minimize or solve problems
- Comfortable with limited supervision and considerable self-direction
- Ability to work effectively in a multi-cultural environment with co-workers, members and partners
- Ability to excel in visible, highly public settings
- Professional, diplomatic manner and the ability to work with all kinds of people in a variety of settings.

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- Must have current Washington State Driver's license, own vehicle and current personal vehicle insurance
- Good sense of humor and flexible work style adapting to short term increases in demand and sudden deadlines
- Able to accommodate expenses up to \$100 out of pocket and submit for reimbursement
- Able to pay for monthly cell phone account and submit for reimbursement
- Monitor and pay for annual domain registration and submit for reimbursement

PHYSICAL REQUIREMENTS

- Ability to lift 20 pounds (supplies and documents) in and out of storage. Involves 95% office work and 5% field work, including walking and driving from site to site or off-site to meetings. Common postures on job: Sitting 75%; walking, standing and moving about 20%; stooping, crouching and lifting 5%
- Frequent extended periods looking at computer screen

OTHER REQUIREMENTS

- Approximate hours of work are within the hours of 8am-5pm, Monday to Friday. Candidates must be able to work a flexible work schedule, including some weekends or evenings, as necessary.

WORKING CONDITIONS

The Project Coordinator is expected to provide his or her own transportation and work from the Seattle Human Services Coalition office.

Computer, Phone and Workstation is provided. Some travel is required for meetings within King County

COMPENSATION

The hiring wage: \$21 - \$22 per hour. The Project Coordinator is a 20-hour per week, non-exempt position with pro-rated medical, dental, vision benefits available for employee.

KCAHS is an equal opportunity contractor. People of color, women, and persons with disabilities are encouraged to apply.

To apply please send a cover letter and resume via email to kcahs@shscoalition.org.

Please respond by Tuesday, October 31st 2017

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. This employer participates in E-Verify. The employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS) with information from each new employee's I-9 to confirm work authorization.

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