



## Program Coordinator (LGBTQ+ Focus)

### POSITION SUMMARY

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The Center for Children & Youth Justice, founded in 2006 by Justice Bobbe J. Bridge (ret.), is committed to reforming Washington’s juvenile justice and child welfare systems. CCYJ leads communities, our state, and the nation in empowering children and youth, stabilizing families, and strengthening communities through meaningful and lasting reform. CCYJ identifies gaps in the system, researches, develops innovative and creative solutions, and ensures that policymakers integrate these system improvements into practices and procedures. CCYJ’s results are realized into state law, adopted as standing protocols by the courts, schools, and other partners; and they are developed into new interventions for at-risk, abused and/or neglected children and their families. CCYJ has succeeded in driving positive systems change for more than a decade. Following an extensive national search, our Board of Directors appointed our second President and CEO Rachel Sottile in late 2018. Our passionate staff is deeply committed to the youth for whom we advocate.

The Program Coordinator will be part of a dynamic team responsible for working with four of CCYJ’s initiatives: Strengthening Early Relationships, the eQuality Project, Girls Court, and Project Respect. Collectively, these portfolios operate to improve our state systems to better support infants and very young children, LGBTQ+ youth, justice system involved girls and to combat child sex trafficking.

The Program Coordinator uses their knowledge and experience with LGBTQ+ issues and communities as well as a race-equity and anti-racist lens to provide day-to-day management of program activities, including stakeholder coordination and communications, event planning, data management, research, writing, meeting scheduling and planning, and administrative support to the program team. The Program Coordinator works in close collaboration within the program teams to support development and implementation of program activities to advance systems change, as well as collaboratively, across the agency, to support cross-team partnership, learning, and support. This is a full-time position.

CCYJ’s offices are located in Seattle, Washington.

*In consideration of employee health and safety during the COVID-19 pandemic, this position will be set up to work remotely (from Washington State) until CCYJ’s physical office reopens, at a date to be determined.*

### CCYJ’S CULTURE EMBRACES

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- We are committed to a diverse, fully self-expressed workforce, representing the communities in which we serve.
- We are committed to examining our own internal structures, policies, and culture, identifying and eliminating those aspects that promulgate racism
- Together we are transparent, accountable, respectful, and self-aware in order to foster belonging and a sense of community.

- We operate with an innovative and leading-edge mindset.
- We are purpose driven and laser sharp in the fulfillment of our mission.
- Our staff embraces a growth mindset; our development is essential to expand and grow our impact for children and youth in WA.
- We produce results, not reasons.
- We (believe) anything is possible.
- We believe everyone has something to contribute.
- We believe everything happens out of your relationship with other people.
- We are grounded in the premise that great ideas can come from anyone at any time.
- We believe people up to big things are going to make big mistakes. We own them, learn from them, and move on.
- We believe transparency is essential to a highly functioning organization.

## **REPORTING RELATIONSHIP**

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Reports to: Associate Director of Innovation.

## **SUPERVISION EXERCISED**

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None.

## **FLSA STATUS**

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This position is considered exempt under the Fair Labor Standards Act and is therefore not eligible for overtime pay. This position is recognized as the specialist/manager for assigned projects or functional areas and exercises independent judgment on a variety of issues affecting CCYJ.

## **ESSENTIAL FUNCTIONS**

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The examples of essential functions listed below are intended as illustrations of the types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by CCYJ as the needs of the organization and requirements of the job shift over time.

### **Content Knowledge and Expertise**

- Maintains strong knowledge of the program subject matter and objectives. This may involve attending trainings, reading professional publications, and staying up to date on related local, state, and federal legislative and policy developments.

### **Relationship Building and Maintenance**

- Works cooperatively with and across CCYJ program teams to accomplish the implementation of a comprehensive response to the program's initiatives by fulfilling established goals, objectives, and priorities for the program and the organization.
- Builds and maintains strong relationships with external program partners and advisory committee members,

including young people, judges, juvenile court administrators, court staff, community service providers, law enforcement, educators, elected officials, and third party evaluators, as applicable.

### **Administrative and Communications Support**

- Manages day-to-day activities of the program that may include, but are not limited to, administrative support; partner and external stakeholder communications; meeting scheduling, planning, and material preparation; training planning and coordination; event/conference planning; arranging for travel; tracking pending legislation; and data and file management.
- Assures quality of contracted services, vendors, and contractors in partnership with the Associate Director/Director.
- Organizes and maintains project files and databases, including contact lists and rosters.
- Reviews and prepares internal documents, including program work plans and action plans. Uses project management software to track activities and program progress.
- Produces and proof reads program related external communications including newsletters, slide presentations, reports, and grant applications and related grant reports.
- Participates in and supports the development and drafting of program related legal documents including contracts, MOUs, data sharing agreements, etc., as needed.
- Serves as the primary contact for initiatives and projects, managing communications with external partners and stakeholders, as appropriate.

### **Training, Meeting, and Event Planning and Implementation**

- Manages the coordination of meetings and training events/conferences for program partners and professional groups including young people, judges, attorneys, parent allies, social workers, legislators, law enforcement officers, service providers, and other stakeholders on relevant topic areas.
- Prepares and assembles meeting materials, including invitation and attendance lists, meeting agendas, minutes, and handouts.
- Coordinates meeting/event logistics including identifying and engaging speakers; preparing and distributing event related materials and communications; and arranging for venue, AV, food, supplies, handouts/materials, agendas, thank you gifts/acknowledgments, name tags/placards, etc.
- Develops and maintains mastery of software programs and technological skills necessary to create professional appearing and effective electronic communications and webinars.
- Participates in the creation and delivery of webinars on program-related topics, including handouts to supplement webinars.

### **Research, Data, and Evaluation Support**

- Conducts research on requested topics related to specific projects and prepares summary statements. Research activities may include a literature review, data gathering (local, state, and national) and analyses, key informant interviews, and identification and assessment of possible funding streams.
- Manages program related data, including coordinating and monitoring ongoing data collection by program partners, conducting routine quality assurance audits, data entry, and developing routine data reports, as applicable.
- Collaborates with M&E Specialist to support evaluation of the program, serving as an intermediary between the evaluator and program partners, as needed. Supports M&E Specialist and the third-party evaluator to develop, distribute and administer post-training surveys, ensuring adequate response rates, as applicable.

### **Other**

- Other duties as assigned.

## **QUALIFICATIONS: EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES**

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### **Experience and Knowledge**

- Demonstrated relevant work experience (typically 4 years), or an equivalent combination of education and work experience in public health, public affairs, public policy, social work, criminal justice systems, court administration, law, education, positive youth development, or other relevant field.
- Demonstrated knowledge and extensive experience with LGBTQ+ issues and communities.
- Knowledge regarding the impact of trauma, violence, poverty, on underinvested in populations, particularly youth and young adults.
- An understanding of the concepts of institutional and structural racism and bias and their impact on institutionally underserved, underinvested in, and underrepresented communities.
- Experience working with people from diverse racial, ethnic, and socioeconomic backgrounds.
- Demonstrated ability to organize and prioritize workflow in a changing work environment and coordinate work among multiple partners.
- Demonstrated ability to work independently completing assigned duties in a timely and efficient manner while maintaining accuracy and attention to detail.
- Demonstrated experience in database work, with ability to accurately enter and manage the regular flow of program data from external partners.
- Demonstrated understanding of data collection systems, and basic data analysis protocols, as well as how to read, interpret, synthesize, and clearly explain data orally and in writing to a wide range of audiences, specifically racially, ethnically, and socioeconomically diverse communities.
- Proven proficiency with MS Word, Excel, and PowerPoint, including graphically displaying data in easy-to-understand ways. Proficiency with or willingness to learn Google suite and Asana.
- Demonstrated ability to support the development of, and participate in, the facilitation of trainings to and dialogues with diverse audiences, specifically racially, ethnically, geographically, and socioeconomically diverse communities with differing points of view.
- Strong written and verbal communication skills and ability to flex communication style to multiple cultural environments.
- Knowledge of the fields of public policy, public administration, child welfare, juvenile justice, and/or education desirable.
- Experience supporting the implementation of policy reform work is desirable.

### **Skills and Abilities**

- Demonstrated track record in developing, communicating, implementing, and adapting a strategy in a constantly changing environment.
- Ability to listen to others and communicate honestly, responsibly and professionally; in writing, verbally, and electronically.
- Entrepreneurial.
- Commitment to impeccability and integrity.

- Technologically savvy and knowledgeable including but not limited to Microsoft Office Suite and Google apps.

## **COACHABILITY**

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- Able to work in a team environment and has the courage to communicate openly and honestly.
- Possess a *growth mindset*: the willingness to be coached and to develop to increase effectiveness, collaboration, and produce results.
- Adaptable.
- High functioning sense of humor, humility, and emotional intelligence.
- Foster a culture of integrity, service, adaptability, innovation, and responsibility.

## **PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT**

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- This position requires the manual dexterity sufficient to operate phones, computers, and other office equipment, and the ability to sit and to use a computer for significant periods of time.
- This person must speak clearly using the English language to accurately convey information.
- Generally good working conditions with little or no exposure to extremes in noises, temperature.
- Little or no safety or health hazards.
- Minimal lifting or climbing.
- Work performed in an office setting as applicable determined by activities.

## **COMPENSATION**

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Competitive salary commensurate with skills and experience. The starting annual salary range is \$50,000-\$56,000. CCYJ offers a benefits package that includes Medical/Vision/Dental, Transportation Allowance, Paid Time Off, Sick Leave, Holiday Pay, and Floating Holiday Pay.

## **TO APPLY**

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Please submit a cover letter, resume, and contact information to [jobs@CCYJ.org](mailto:jobs@CCYJ.org).

*We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. We value a diverse workforce.*