



AHS HAY - Allies in Healthier Systems for Health & Abundance in Youth

Position title: Project Coordinator

Hours/Week: Full-Time (1.0 FTE)

Pay range: \$60,000 - \$80,000

About: We are AHS HAY. Our name phonetically forms an expression of affirmation that echoes across Black communities. To us, it also celebrates the power of collective action to transform our world. Our work is rooted in the knowledge that a collective future of abundance rests on unbuilding harm and building hope; the dual experience of looking back while moving forward. We are co-located at UW and the Tubman Center for Health and Freedom. AHS HAY works within the existing systems as well as envisions a society that loves its youth, incorporates what we know about health and development, is anti-racist and invests wisely in upstream, all-in services to those most impacted by – and most connected to – the scourge of youth incarceration.

AHS HAY's programs use the most promising methodologies regarding multisector convening that cultivates listening and respectful collaboration between communities, nonprofits, social support entities, business, policymakers and philanthropy. We believe that communities hold the deep knowledge and experience that must be leveraged to create impactful programs and strategies.

Job Description: The Project Coordinator role will provide operational support for AHS HAY projects, predominately the Fortifying Futures project, and the larger AHS HAY programmatic and operational supports. This role will serve as the core and grounding force for project administrative and logistical systems building and support. In addition to being an innovator and collaborator in bringing AHS HAY's values into actionable ways of being internally for the team.

At the outset, this role will be 80% dedicated to the Fortifying Futures project and 20% general AHS HAY programmatic and operational support and will report to the Project Manager. Generally, the Project Coordinator provides detailed oriented administrative support and acts as AHS HAY's contact, expert, and resource for the project team and project participants. This role will have mentorship and support to grow in project management skill sets while also being required to be a leader that can support and execute tasks from ideas to tangible products. We seek a compassionate and collaborative team member who can bring teams together through a culture of trust and transparency. They will center racial equity in AHS HAY's work, bringing a strong understanding of intersectionality and its impact on youth, our staff, and partners.

Essential Job Functions:

- Maintains complex project calendars, email and correspondence to project participants, and individual leadership calendars under the leadership of Project Manager
- Support the logistics and prep of the project's monthly participant events and wellness meetings (execute booking venue, ordering food, gathering and printing necessary supplies, etc.).
- Assist in maintaining associated participant files, partner correspondence and event schedules.
 - Creating and maintaining event/meeting registration, attendance, pre/post event communications



- Executes monthly participant payments and reimbursement payments through organizational project payment system
- Support and manage backlogging and logging critical project administrative information into research database weekly
- Collaborative thought partner and initiative taker in deep collaboration with Project Manager, Community Engagement Manager, and Directors to ensure alignment and a strong cohesive team approach across all AHS HAY programs.
- Support internal team communications and flow by maintaining organizational calendar, virtual meeting upkeep, preparing and distributing meeting notes and action items
 - Organize and support annual staff events, holidays, and all team gatherings
- Arrange appointments, schedule visitors; coordinate travel; and coordinate agendas and schedules for meetings as needed
- Co-develops standard work processes and ways of being for AHS HAY under leadership from Project Manager
- Initiate and nurture endearing relationships with the core partners, and other related parties in support of AHS HAY's mission and vision.
- Moves through and navigate conflict while maintaining relationships
- Proactive, critical thought partner
- Actively listening to others with empathy and care.
- Manage confidential information.
- Inspiring and supportive team member and colleague

Required:

- Experience managing complex projects, programs, and or large events and can speak to this in detail
- Teachable and engaged learner of PMS platforms, research databases, and CRMs.
- Has a well-developed understanding of anti-racism, equity and social justice principles.
- Take responsibility for assigned projects and add to collaborative, respectful team environments and improving workflows.
- Has a well-developed understanding of anti-racism, communal care, equity and social justice principles.
- Experience working with constituents: Youth, Black, Indigenous, Brown, LGBTQ+, Disabled and otherwise marginalized community members.
- Effectively advocates for oneself by practicing healthy self-care and continuously committed to one's own learning and self-development

The work will be performed through a combination of teleworking complemented with onsite meetings (hybrid). Work Environment requires working indoors in environmentally controlled conditions and in various publicly accessed spaces for meetings and events. Job tasks are performed in close physical proximity to other people and travel to multiple sites and locations. Position will require participation in evening events and ability to travel with equipment/materials to and from event spaces. Please note that safety precautions may be required, including the wearing of masks in some situations.

Preferred: Understanding and familiarity with operational and project management components and platforms. The applicant will have demonstrated experience supporting logistics and operations for



multi-sector initiatives involving community members, service providers, advocacy organizations/NGOs, and policymakers. The applicant will embrace and deepen their understanding of the concept of collective impact models. Eligible to access the youth detention facility and work with young people in juvenile detention and in foster care.

Compensation: This is a full-time, exempt, benefits eligible position. Benefits include: Family health benefits available at 100% employer-paid, retirement, long-term disability, five weeks of paid vacation and personal time in the first year. The annual salary for this position is \$60,000 -- \$80,000.

To Apply: Email **resume and cover letter** to hello@ahshay.org with the subject line, "Project Coordinator_Your Name" by 11:59 June 1, 2024.