



NEW AMERICAN WELCOME CENTER UNIVERSITY YMCA

POSITION TITLE: Welcoming Plan Coordinator

POSITION CLASSIFICATION: Full-Time, Exempt

SUPERVISORY RELATIONSHIP: Director of New American Welcome Center

SALARY & BENEFITS: This is a full-time position at 37.5 hours per week. The salary range for this position is \$36,000 to \$45,000. Full benefit package is available for eligible employees, including health, dental, vision, retirement and vacation. This is a grant-funded position through June 30, 2023. Continued, at-will employment based on funding availability and performance.

UNIVERSITY YMCA

The University Y develops campus and community leaders committed to social justice, environmental protection, interfaith cooperation and global engagement by fostering dialogue, reflection and action. Through the New American Welcome Center (NAWC), we work to make our community a place where all immigrants can thrive and flourish by engaging local institutions and mobilizing community resources to ensure equitable access to services, economic opportunity, and meaningful belonging.

JOB DESCRIPTION

The University YMCA seeks a mission-driven professional to provide day-to-day coordination and leadership for the implementation and execution of the Champaign County Welcoming Plan. The Welcoming Plan Coordinator will have the rewarding experience of being part of a community-wide initiative to create a more welcoming and inclusive Champaign County for all residents. The Welcoming Plan Coordinator will work closely with the New American Welcome Center, the City of Champaign's Equity and Engagement Department, and other key partners to ensure the successful implementation of the Welcoming Plan.

REQUIREMENTS

- A bachelor's degree in Public Administration, Social Work, International Affairs, Community Development or other related field, or equivalent work experience is required
- Strong project management skills managing multifaceted projects resulting in measurable successes and program growth
- Excellent organizational and leadership skills
- Excellent communication skills
- Ability to work a flexible schedule at times, including some evenings and weekends

JOB DUTIES & RESPONSIBILITIES

- Provide support to the Champaign County Welcoming Plan Communities of Practice Leadership Team and its sub-committees by: coordinating activities; organizing meetings; preparing and presenting agendas, minutes, and reports; and leading cross-sector teams
- Devise evaluation strategies to monitor and report on Champaign County Welcoming Plan implementation
- Serve as primary NAWC liaison in the Certified Welcoming Pilot Program
- Manage marketing and communication channels for the Champaign County Welcoming Plan including newsletters, social media, press releases, and the website
- Stay abreast of federal, state, and local policies that may impact immigrant communities.
- Effectively communicate with and organize key stakeholders including community leaders, organizational partners, staff, volunteers, and funders
- Perform other duties as assigned

ESSENTIAL KNOWLEDGE & SKILLS

- Bicultural agility, including understanding of immigrant experience and obstacles due to language barriers, legal status, poverty, and racial inequity
- Strong commitment to the enfranchisement and empowerment of immigrant communities
- Ability to work with people across diverse personalities, lifestyles, cultures, political orientations, and faiths
- Impeccable integrity, positive attitude, mission-driven, and self-directed
- Excellent organizational, public speaking, communications, listening, problem-solving, and analytical skills
- Familiarity with and experience using Adobe, Canva, Facebook, Google Suite, Microsoft Suite, Salesforce, Slack, WhatsApp

HOW TO APPLY

Interested applicants should send a cover letter, a current resume, and three references to welcome@universityymca.org. Interviews will be conducted on a rolling basis until the position is filled.

STATEMENT OF EQUAL OPPORTUNITY

The University YMCA is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex (including pregnancy), national origin, ancestry, age, marital status, sexual orientation (including gender identity), military status, disability, language (any language use not related to job duties), or any other status protected by applicable federal, state, or local law.