

# eliminating racism empowering women

## ywca job description

YWCA of Kalamazoo  
353 E. Michigan Ave.  
Kalamazoo, MI 49007

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hr@ywcakalamazoo.org  
www.ywcakalamazoo.org

**Position:** Health Equity Coordinator

**Department:** Mission Impact (Advocacy and Systems Change)

**Supervisor:** Director of Community Health

**Compensation Range:** \$42,000 annually

**Benefits:** Health Insurance, Vision, and Dental

**FLSA Status:** Exempt, Fulltime

**Hours of Work:** Monday – Friday; Business Hours & Evenings. Occasional Weekends.

**Application Deadline:** Rolling basis; Please send resume and cover letter to [hr@ywcakalamazoo.org](mailto:hr@ywcakalamazoo.org)

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**MISSION STATEMENT:** Eliminate racism, empower women, and promote peace, justice, freedom and dignity for all.

**FUNCTION:** The Health Equity Coordinator will ensure alignment with the Cradle Kalamazoo Strategic Plan; collaborate with clinical providers to promote health equity and increase equitable access to maternal and infant health services; engage and develop community partners; support the functions and strategies of the Health Equity Subcommittee. This position will coordinate trainings, meetings, research, and resources to deepen the capacity across Cradle Kalamazoo committees, partners, and within the community around health equity. The successful candidate will have a strong understanding of the root causes of infant mortality, health inequities, public health interventions, and the social determinants of health.

We are looking for a self-motivated, organized and sociable person to serve as the Health Equity Coordinator. In this position, you will be in charge of coordinating many of the day-to-day operations of this collective impact model built to reduce infant mortality in Kalamazoo County, specifically around its health equity strategy. The successful candidate will be an excellent communicator with strong organization skills and the ability to build trust with numerous community partners. Much of this includes scheduling meetings, record-keeping, minute-taking, follow-ups, addressing inquiries and data management. They will work in partnership with other Cradle team members and leadership to ensure a strong operational base across Cradle Kalamazoo.

### QUALIFICATIONS:

1. Ability to manage and prioritize in a demanding position and comfortability with ambiguity.
2. Must be at least 21 years old.
3. Bachelor's degree in human services, public health, or related field required.
4. Two years professional experience, preferably in community health systems.
5. Ability to plan and coordinate special events programming.
6. Experience with program development, community organizing, and strategic planning.

**Health Equity Coordinator**

7. Demonstrated ability to organize collaborative systems, follow routines, and respond to change as needed.
8. Demonstrated ability to facilitate complex relationships.
9. Demonstrated skill in addressing health disparities preferred.
10. Familiarity with data analysis and grant writing preferred.
11. Proficiency in word-processing and Excel spreadsheets required.
12. Excellent interpersonal and customer service skills.
13. Excellent written and verbal communication skills including editing; must have excellent command of English language.
14. Strong attention to detail and organizational skills.
15. Able to effectively work independently, prioritize, multi-task and shift tasks.
16. Able to work in a shared workspace with distractions.
17. Demonstrated ability to work with people of diverse backgrounds.
18. Able to demonstrate the mission of YWCA Kalamazoo and adhere to it.

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.*

#### **RESPONSIBILITIES:**

1. Provide administrative and logistical support to Cradle Kalamazoo's Health Equity and Clinical Equity strategy including scheduling meetings, creating agendas, taking minutes, record-keeping, partner follow-ups and event planning
2. Performing tasks that support projects and assignments for Cradle Kalamazoo's Health and Clinical Equity strategy including newsletter snippets, baby shower educational rotations, tasks outlined within the strategic plan, subcommittee(s) scope of work
3. Develop, maintain, and evaluate day-to-day program service delivery in coordination with collaborative partners and Cradle Kalamazoo leadership
4. Work cooperatively with Cradle Kalamazoo staff/contractor(s) toward continuous program, service and administrative improvement
5. Work with community members to examine social, economic, cultural, safety and health system factors associated with fetal and infant mortality in a collaborative way
6. Assisting in preparation and accurate reporting of proposals, including compiling required statistics, data and support materials and evidence based model statistics
7. Attend to Cradle Kalamazoo phone line and emails and field them according to service area
8. Represent Cradle Kalamazoo at community events when needed
9. Remain flexible and manage changing priorities on a continuing basis
10. Be able to effectively communicate updates and necessary supports to direct supervisor and other Cradle team members as it pertains to the satisfactory of your role.
11. Know and adhere to Association policies, procedures and practices.
12. Safeguard confidential information gained because of the position.
13. Comply with Association policy regarding required reporting of child abuse.

14. Safeguard confidential information gained as a result of this position.
15. As a YWCA employee, project a positive image of the organization and its programs to the community.
16. Must have reliable transportation and be able to independently secure project items and attend community events as needed.
  - Occasional transportation of clients may be needed in support of programming. Company car or mileage reimbursement is available.
17. Work cooperatively with YWCA and Cradle Kalamazoo program participants, staff, and volunteers.
18. Be able to work pre-approved and scheduled evenings and weekends as required by events and other organizational needs.
19. Able to demonstrate the mission of the YWCA and adhere to it.
20. Perform other duties as assigned.

#### **WORKING CONDITIONS:**

1. YWCA location- Cornerstone Building: 405 W Michigan Ave. Kalamazoo, MI 49007
2. Off-site location (meetings occur at community based organizations, other associations in Michigan); Promotional events; Networking events; Community Engagement events, etc.
3. Potential outdoor events
4. Actions: Sitting, standing, kneeling, bending, some lifting
5. **Occasionally** required to stand
6. **Occasionally** required to walk
7. **Continually** required to sit
8. **Continually** required to utilize hand and finger dexterity
9. **Occasionally** required to climb, balance, bend, stoop, kneel or crawl
10. **Continually** required to talk or hear
11. While performing the duties of this job, the noise level in the work environment is usually quiet .
12. The employee must occasionally lift and /or move more than 20 pounds.
13. Specific vision abilities required by this job include: Close vision; Distance vision; Color vision; Peripheral vision;
14. Specialized equipment, machines, or vehicles used: Frequent driving to and from meetings in the community

#### **TRAINING REQUIREMENTS:**

1. Familiarization with YWCA Personnel Policies and Mission.
2. Appropriate training and in-service which will occur during employment.
3. Eliminating Racism Workshop, Gender Equity Training.

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*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Equal Opportunity Employer

**Health Equity Coordinator**

**ACKNOWLEDGEMENT**

Employee Signature\_\_\_\_\_ Date\_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_