



**COMMUNITY CONNECTION
 DIRECTOR
 POSITION POSTING**

Division/Department: Community Connection	Job title: Community Connection Director
Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	Hours 8:00 – 5:00 M-F, with flexibility for program needs <input checked="" type="checkbox"/> Executive/Administrative <input type="checkbox"/> Programmatic <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
Reports to: President/CEO	Supervises: YWTeen Group Leaders, Volunteers
<p>General Description: Community Connection Director works with and reports to the President/CEO, committed to carrying out the mission of the YWCA, by planning, marketing and implementing YWCA programs and events including on-going YWTeen Program (Community Youth Development) program, Women’s Advocacy events, and Racial Justice events. As part of the YWCA Leadership Team, works closely with the Development Coordinator.</p>	
<p><u>Responsibilities:</u></p> <ul style="list-style-type: none"> • Provide key input & assistance to the President/CEO, Program/Event Committee, and the Board. • Collaborates with Development Coordinator. • Plan, organize, manage, implement, and market quality programs and special events (i.e. YWTeen Program, Racial Justice Forum, Week Without Violence, Reading Rally, Equal Pay Day) that empower youth, women, and families. • Ensure programs/events fulfill mission, goals, output and outcome expectations within given budget, funding requirements and timelines. • Manage and conduct quality YWTeen Program. • Maintain volunteer pool to deliver and enhance programs and events. • Successfully recruit, train, and supervise staff & volunteers to ensure quality program curricula and meeting sites. • Create / maintain community collaborations and partnerships that further the mission and goals of the YWCA. • Prepare / present summarized reports in a timely manner that accurately reflect program / event performance, including monthly demographics, output and outcomes statistical records. • Represent the YWCA at in-person and virtual community activities, events, fairs, conferences, etc. 	

Qualifications:

Required:

- Three years of progressively responsible program management, design, promotion and implementation experience
- Three years' successful experience in collaborative programs or initiatives
- One year supervisory experience
- One year demonstrated successful youth group work
- Demonstrated Community Engagement and Relationship Building skills
- Excellent verbal, written, presentation and social media communication skills
- Computer expertise in Microsoft Office, Zoom, Facebook, and other social media
- Must pass criminal history check done for criminal indictment involving offense against a person, offense against the family, or offense involving public indecency under Texas Penal Code as amended or offense under Chapter 281 of Texas Health and Safety Code
- First Aid\CPR\AED certification, or ability to attain within 3 months of employment
- Must be able to use own personal vehicle, have a valid Texas Driver's license, have a good and verifiable driving record, and be 25 years or older for YWCA insurance compliance allowing the organization to carry the minimum state liability insurance.
- Maintain proper attitude towards safety and ensure that all operations are performed in accordance with the standards
- Ability to walk, bend, stoop, twist at waist, reach, climb stairs, and lift a minimum of 30 pounds

Preferred:

- Relevant youth program supervisory experience, group work, collaboration and presentation skills
- Bilingual /Bicultural (Spanish/English)

Education:

Required:

- Bachelor's degree in Social Work, Psychology or related field

Preferred:

- 6 or more semester college hours of management

To apply, submit application, resume and 2 Letters of Reference from past supervisors to:

YWCA Administrative Office
4601 Corona Drive
Corpus Christi, TX 78411
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