



Connecting People & Place to Build Community

NATIVE FAMILY ADVOCATE

Job Announcement

The Native Family Advocate position is a full-time position with the White Center Community Development Association (WCCDA). The position is responsible for engaging Native families, facilitating and coordinating programs/activities, and advocating on behalf of Native families.

Position/Classification:	Full-Time (36 hours), Permanent, Program Coordinator
Reports to:	Family Development Manager
Partners/Participants:	Schools and other agencies providing services to families in White Center, community advocacy organizations, community organizations serving Native families, White Center families
Competencies:	Project coordination, program support, office administration, event facilitation and coordination, interagency collaboration, outreach and building relationships with community and partners
Pay Range:	\$40,000 - \$50,000

Job Duties/Major Responsibilities

Event Coordination, Facilitation, and Logistics

- Collaborate and coordinate with Family Development team members, leadership, partners, White Center families as well as other community partners to coordinate monthly Collaborate and coordinate with Family Development team members, leadership, partners, White Center families as well as other community partners
- Facilitate weekly Kaleidoscope Play and Learn groups for Native young children aged 0-5 and their caregivers
- Support facilitation of weekly multicultural Kaleidoscope Play and Learn groups
- Support event planning, coordination, and outreach for WCCDA's annual community events and family gatherings such as Promise Celebration (Back to School), field trips, community Summit, Refresh, etc.

Outreach, Promotion, and Advocacy

- Support communications with WCCDA team, partners, and community via multiple channels (e.g., email, text, calls, social media, etc.)
- Collaborate with Marketing & Outreach staff to create, post, and distribute event flyers at community spaces

- Coordinate team members to do outreach in different languages
- Engage and contact community members personally (e.g., phone, text, messaging) to encourage participation in events and activities
- Connect community members to other internal and external programs and services as necessary
- Engage with different systems and amplify the voice of Native families to develop, improve and influence programs and policies

Administrative Support

- Create and maintain program and event materials as needed, include taking and sharing notes with team members and collaborators
- Collect and provide information about community resources, events, and opportunities to community members
- Assist in payment/invoice processing for partners, community members, and vendors
- Record outreach, engagement and referral efforts and outcomes on a regular and timely basis on data management system, Apricot
- Enter and maintain contact list participants, partners, and vendors in Apricot
- Support the Data and Evaluation Manager in the collection and analysis of community surveys, program evaluation and data needs for marketing materials
- Participate in required staff meetings and training
- Track and submit personal timesheets and reimbursement requests

Desired Qualifications

- Excellent organizational skills, attention to details and time management
- Commitment to equity and anti-racist practices
- Experience with event planning, project coordination, program support and/or office administration
- Experience with successful collaborations involving schools and community agencies
- Experience in working with Native families
- Strong written and verbal communication skills
- Proficient in English
- Excellent interpersonal and relationship building skills
- Have knowledge of family development/parent leadership principles and resources
- Ability to build positive working relationships across a variety of sectors and with individuals from diverse backgrounds, including speakers of English as a second language
- Intermediate computer skills including calendaring, word processing, presentation, and database software
- Must have reliable access to transportation and flexibility to attend evening and weekend meetings/events as required

Education & Experience

WCCDA seeks candidates with passion for and demonstrated commitment to equity, social justice, and anti-racist/anti-oppression practices. Familiarity with White Center, experience in family engagement, experience in program/event planning and coordination, and attention to detail is preferred. Any combination of experience and training that would provide the required qualifications and skill set will be considered.

Physical Demands & Working Conditions: Work is performed in an office environment at times, but a lot of onsite coordination and relationship building with partners is required. Be prepared to load in and load out food and supplies for many meetings every week. While performing the duties of this job, the employee is frequently required to read, speak, stand, walk, sit, and use a computer keyboard and monitor. Some heavy lifting and physical labor are required during events. This position requires regular travel to meetings with suppliers. Having a car is necessary. Some evening meetings and/or weekend events will be required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this job.

The White Center Community Development Association prohibits discrimination based on race, color, religion, creed, sex, age, marital status, national origin, mental or physical disability, political belief or affiliation, veteran status, or sexual orientation in its programs and activities or in employment and application for employment as protected under state or federal law. We are an equal opportunity employer.

Please contact Dao Tran at dao@wccda.org or 425-276-9750 for more information or if you are interested in applying.