

COMMUNITY PARTNERSHIPS COORDINATOR

Reports to Director of Strategic Partnerships and Programs

Option for 32 or 40 hours a week, based in Seattle, primarily work from home until further notice.

Seattle Parks Foundation is a 20-year-old nonprofit with a history of successful planning, organizing, advocacy, and fundraising on behalf of our city's public spaces. We want every resident of our city to be connected to safe and beautiful green spaces and have access to rich recreational opportunities that meet their needs and the needs of Seattle's growing and changing population. We also believe that access to parks and public spaces is a critical indicator of Seattle's commitment to equity.

Our workplace is highly collaborative, professional, and respectful while nurturing a sense of fun. We are led by a strong and strategically engaged board of directors, and we strive to ensure that our team reflects the diversity of Seattle and has the cultural competence to ensure that we serve all residents of the city.

The following are our core commitments as an organization:

- We listen to learn, work in partnership, and lift up others.
- We are committed to diversity, equity, and inclusion. This means confronting our assumptions about structures of oppression and, in response, continually remaking our internal culture.
- We are accountable. When we commit, we deliver. When we make a mistake, we accept responsibility.
- We embrace change and the challenges that come with it.
- We nurture a culture of gratitude and continually celebrate and thank volunteers, staff, partners, and donors.

JOB DESCRIPTION - The Community Partnerships Coordinator will fill a critical role by supporting efforts to create a more equitable and just park and open space system in our city. This role will support and co-facilitate community groups, assist in developing resources, trainings, and work closely with community partners on outreach, engagement, grant writing and administration to build community capacity for initiating and completing open space projects.

- Build fiscal partner capacity in priority neighborhoods by coordinating and attending meetings, facilitating conversations, keeping notes, and providing support via phone and email.
- Provide grant tracking and reporting assistance in partnership with finance and fundraising teams.
- Collaborate with partner groups on grant research, writing and reviewing.
- Assist and collaborate in developing resources and orientations for fiscal partners.
- Represent Seattle Parks Foundation at public meetings and events (virtual and in person).
- Monitor and oversee partner network communications tools (Partner Portal, webpages, etc.)
- Coordinate with Program Team to capture relationships and information in a database, handle logistics for events, and collect quarterly and annual partner reports.

The successful candidate will:

Center racial equity. You are keenly aware of power representation and relationships and are comfortable talking about race, ethnicity, sexual orientation, class, ability, or gender in plain, specific terms and understand the historical context of racial inequity and its present-day implications.

Be relationship-oriented and embrace collaboration. You build rapport and trust with others; are enthusiastic about engaging with people, put them at ease, are responsive, and listen closely.

Be thoughtful and follow through on commitments. Communicate clearly, honestly, and openly. If you cannot keep a commitment, explain why in advance. Ask for what you need.

Be a clear and compassionate communicator. You speak clearly on behalf of the organization and communicate well with others, including sharing context and asking questions.

Produce compelling written materials. You organize and share information effectively.

Proactively learn new tools. You adjust and learn in an environment with ever-changing technology.

Primary Qualifications

- A strong commitment to racial equity and anti-racism, and continuous learning.
- Ability to develop and maintain professional relationships with a variety of people.
- Proven writing, editing, verbal communication and group facilitation skills.
- Comfortable working in a team environment, with external stakeholders and community.
- The ability to prioritize, manage and coordinate multiple tasks, in an evolving environment.
- Experience writing grants, reports, and using spreadsheets to track information.
- Willingness to work occasional evenings and weekends. Access to reliable transportation.

Secondary Qualifications

- Familiarity with and interest in parks, trails, public space and the environment.
- Lived experience organizing people around a common goal.
- Spanish language skills

COMPENSATION AND BENEFITS

- Annual Salary Range starts at \$50,000 / year
- Personal Time Off (PTO) accrual depending on FTE (full time = 24 days per year)
- 100% employer-paid platinum-level medical insurance. Dental insurance (beginning October 2021)
- Wellness program and Lifecare employee assistance program
- 2% non-elective employer contribution to Simple IRA retirement plan

To apply, please submit a resume and a cover letter to info@seattleparksfoundation.org. Position is open until filled. First review of resumes is June 14, 2021.

Seattle Parks Foundation is an Equal Opportunity Employer that values and prioritizes diversity, equity, inclusion, and justice. Recruiting and mentoring staff to create an inclusive organization that reflects our values is a priority and we encourage applicants from all races, ages, religions, sexes, marital statuses, sexual orientations, gender identity, national origin, citizenship, military or veteran status, or any other basis protected by applicable laws, regulations, or guidelines relating to discrimination in employment.