



PART-TIME EMPLOYMENT OPPORTUNITY EQUITY ARCATA NETWORK COORDINATOR (Hourly)

GENERAL INFORMATION: Do you have strong organizational skills? Are you interested in leading a partnership between the City of Arcata, Cal Poly Humboldt, local businesses and members of the community to make Arcata a more inclusive and welcoming environment for people of color? The City of Arcata and equity arcata are now accepting applications for a Network Coordinator.

Under the general direction higher-level staff and the equity arcata Board, works in partnership with the University-based Coordinator and plans, organizes, develops, coordinates, and performs a variety of duties as it relates to supporting and advancing the goals, activities and operations of a collective impact network working to make Arcata a more inclusive and welcoming environment for community-members who are Black, Indigenous, and People of Color.

SALARY RANGE: \$23.448 to \$25.883 per hour

HOURS: Approx. 20 hours per week

APPLICATION DEADLINE: OPEN UNTIL FILLED (first application review date Wednesday, May 31, 2023)

Please submit employment applications via email to the City Manager's Office: citymgr@cityofarcata.org or deliver to the City Manager's Office at City Hall, 736 F Street, Arcata between the hours of 9:00 A.M. to 5:00 P.M. Call (707) 822-5953 for more information.

While the employer/employee relationship of this position is through the City of Arcata, this position works under the general supervision of the equity arcata Board and the overall collective network partners of equity arcata, including the City of Arcata, Cal Poly Humboldt, community members and representatives of local businesses, nonprofits and TK-12 education. A primary responsibility of the equity arcata Network Coordinator is to co-organize and coordinate the work of multiple groups to ensure they all are consistently aligned on the same vision, tracking progress in the same way for continuous improvement, and updated on collective challenges and successes. The Network Coordinator is a member of the core staff, supervises the Racial Equity Intern, and co-leads equity arcata with the University-Based Coordinator, serving as a public face of equity arcata and managing internal and external functions including strategy, communications, engagement, funding, assessment, and data.

Learn more about equity arcata at equityarcata.com.

EXAMPLES OF DUTIES:

- Manages the equity arcata collective impact network ensuring the network maintains the five conditions of collective success: common agenda; shared management system; mutually reinforced activities; continuous communication and engaged backbone support.
- Coordinates, oversees and ensures identification and achievement of key project deliverables, including meeting reports, special research projects, funding opportunities, and data collection.
- Provides day-to-day oversight, coordination, direction and evaluation of the Racial Equity Intern in partnership with the University-Based Coordinator.
- Helps ensure Project Leads are effectively engaged and resourced.
- Co-coordinates activities and ongoing meetings of the equity arcata Board, including developing meeting agendas and providing updates.

- Provides planning and general support to the Project Leads, including those related to strategy, implementation, learning, budgeting, logistics and reporting.
- Co-manages internal communications and external stakeholder relations.
- Researches funding opportunities, writes grant applications; coordinates and administers grants, including tracking expenditures, monitoring grant budgets, preparing and processing related financial activities, and preparing reports on grant funded activities as required by the funding agency.
- Develops and implements evaluation and data collection tools that measure progress of the collective and inform decisions.
- Manages and supports network research needs of the network.
- Performs all other related duties as assigned.

REQUIREMENTS:

Knowledge of: Purpose and vision of the equity arcata network; principles, practices, methods of current diversity, equity and inclusion best practices and trends, including familiarity with key concepts (i.e. racial equity, cultural humility, unconscious bias); principles, practices, and methods of program and policy development and administration, including administering a program budget, and staff and volunteer development; grant writing and administration; research, data analysis and report writing; office organization including filing and records management; standard office computer software, including word processing, and familiarity with spreadsheets, desktop publishing, and database programs; techniques for working effectively with those contacted in the course of work, including both orally and in writing.

Ability to: Organize and plan work and projects including handling multiple priorities; make independent decisions and exercise sound judgement; develop and implement policies, procedures, goals in support of diversity, equity, and inclusion objectives; plan, organize, schedule, assign, review and evaluate the work of staff and volunteers; prepare and administer assigned budgets; assist in identifying grant resources, write and administer grants; prepare clear and concise reports, correspondence, policies, procedures and other written materials; prepare and deliver public presentations on sensitive subjects; operate a computer and necessary software applications, communicate effectively, both verbally and in writing; establish and maintain effective and cooperative working relationships with those contacted in the course of work.

DESIREABLE TRAINING AND EXPERIENCE

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a Bachelor’s Degree in Public or Business Administration, Social Work/Social Services, Critical Race, Gender, and Sexuality Studies or a discipline related to race and equity; and at least two (2) years of progressively responsible experience in developing, promoting, supporting and implementing diversity, equity, and inclusion strategies.

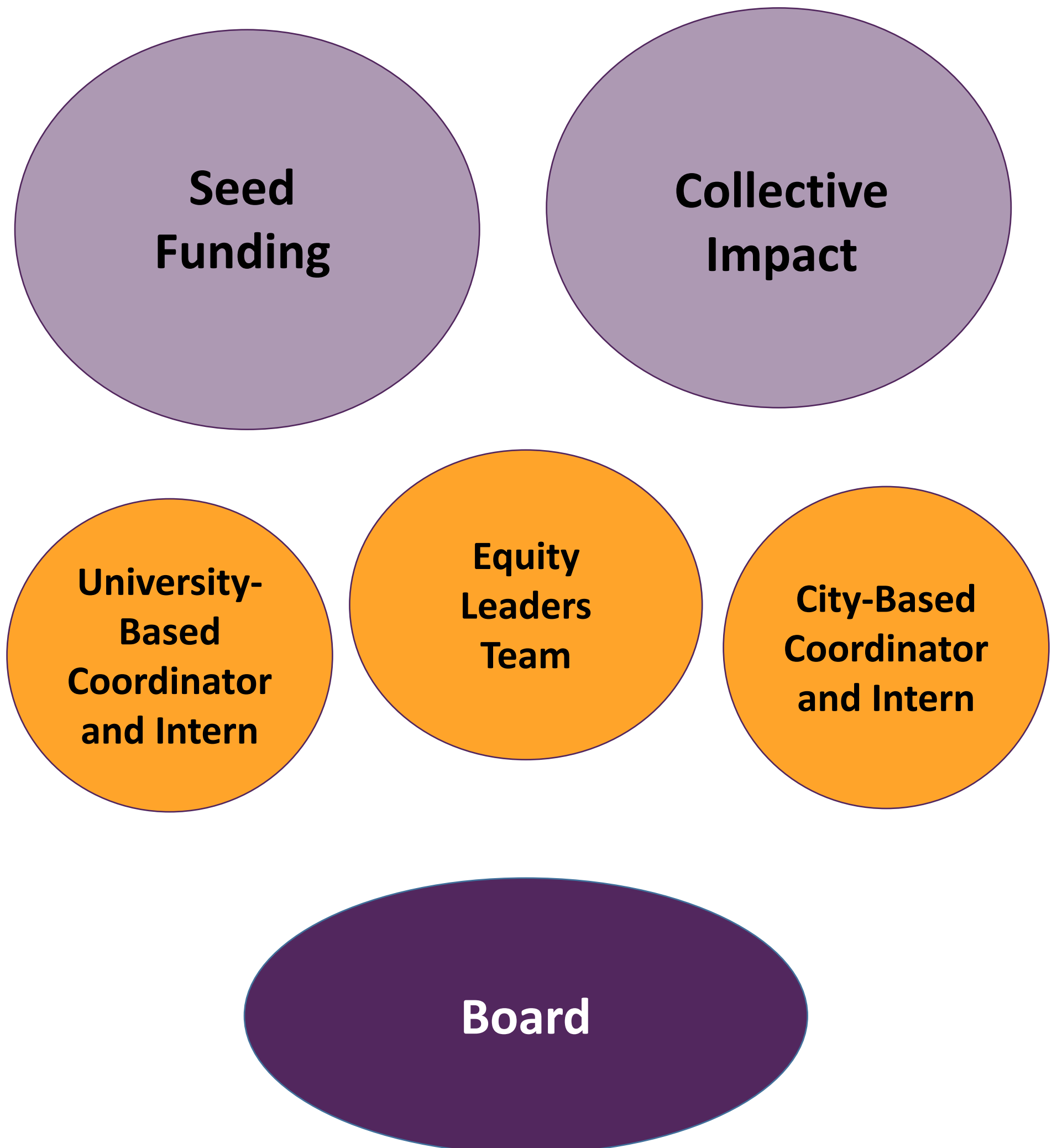
EQUAL EMPLOYMENT OPPORTUNITY/REASONABLE ACCOMMODATION:

The City of Arcata is an equal opportunity employer and does not discriminate on the basis of race, religion, national origin, ancestry, gender, marital status, sexual orientation, age, disability or on any other non-merit factors in its process of recruitment, selection, promotion or other conditions of employment. In accordance with the Americans With Disabilities Act reasonable efforts will be made during the examination process to accommodate people with special physical or mental requirements. If special accommodations are necessary, please contact the Personnel Department (707-825-2114) prior to the testing date. When indicating you have a special need, one of the following definitions will apply to you. A disabled person is anyone who: (1) has a physical or mental impairment which substantially limits one or more major life activities: i.e., walking, seeing, hearing, speaking, working or learning; or (2) has a record of such impairment; or (3) is regarded as having such an impairment.

- In accordance with the Immigration Reform Act of 1986, the City must verify, once an employment offer has been made, that all persons have written proof of their right to work in the United States.
- All potential City employees must complete a required pre-employment physical examination, receive DOJ fingerprint clearance, and have a satisfactory driving record (if required to drive for city business).

equity arcata

The purpose of equity arcata is to create a welcoming, safe and racially equitable community.





Brief Overview of Planned Renewal and Reorganization - 2023

equity arcata is a partnership among the City of Arcata, Cal Poly Humboldt and other community-serving organizations created in its earliest form in 2017 around a collective impact model. equity arcata was formed originally in response to a call from students at then Humboldt State University for increased safety, inclusion, access, and opportunity in Arcata and beyond.

Purpose and Vision: equity arcata's purpose is to create a welcoming, safe, and racially equitable community. We envision an Arcata that believes we are a better community because of our growing racial diversity, and where Black, Indigenous, and People of Color (BIPOC) residents and students feel they belong and have access to the necessary resources to achieve their definitions of success.

As equity arcata emerges with the rest of the community from the isolation and uncertainty of the pandemic, we do so in a society and community where calls for justice and equity are even louder than in 2017. The work of equity arcata persisted in the last couple years through the sustained efforts of a core group of determined partners and generous volunteers. As a leadership team for equity arcata, the Advisory team critically examined how best to position our collective to meet these calls moving forward. The Team recently engaged in a re-envisioning process for the organization in consultation with representatives from the BBST and Design Team. The basic elements of a renewed and BIPOC-centered equity arcata are outlined below.

As discussion with stakeholders continues, the vision is an equity arcata with three primary areas of focus moving forward:

1. **Funding to support equity initiatives** of community members in partnership with one or more community-based affinity organizations. Initiatives might include: projects, events, applied or action research, or other forms of engagement.
2. **Connecting partner organizations to work on shared equity initiatives and systems change.** This will strengthen our collective impact through a web of committed partner organizations who commit to integrating equity work in transformation of inequitable structures and policies.
3. **Convening and communicating** through a nimble organization with built in flexibility to bring people and organizations together and support communication when events occur in our community that require public response and or action. We will seek to provide support for collective response when asked.

In order to carry out the work in these areas, we will engage in a slight organizational restructuring toward BIPOC-centeredness, ongoing learning/continuous improvement, and increased accountability for the work across partner organizations.

Core Staff

- a. University-based co-coordinator
- b. City of Arcata-based co-coordinator
- c. University and City-based interns/student equity fellows

Equity Leaders Team Comprised of:

- a. **Student Advisory Group for Equity (SAGE)**
A BIPOC-centered group of Student Equity Fellows (compensated) to advise on areas of priority for programming, ground the work as informants, assist to vet funding proposals, and help to inform our approaches as a network.
- b. **Working Leaders Group** - partner organization BIPOC staff or key volunteer leaders within partner organizations responsible for systems transformation work.

Governing Board of partner organizational leaders to take responsibility for and provide guidance on equity arcata policy and procedures, funding and other resources, hiring and retention, annual priorities, and longer-term planning. We are in the process of building a BIPOC-centered Board through continued service of existing partners and invitations to new partner organizations.