

All SHSC employees must be fully vaccinated from COVID-19 (and submit completed documentation) by October 18, 2021. New employees must meet this requirement, prior to their start of employment, effective immediately.

Seattle Human Services Coalition Organizer

Reports to: Executive Director, Seattle Human Services Coalition

Status: Regular, 30 hours per week

Location: Based in Seattle, meetings possible county-wide, **can be done remotely as needed due to COVID concerns, will transition to more in-person work as it becomes safer.**

Hiring Range: **Salary depending on experience,** (\$52,000-\$56,150 annually for 30 hrs/wk) plus benefits such as health insurance, vacation, paid holidays and sick days, and retirement options.

About the organization

The Seattle Human Services Coalition is a multi-racial, multi-cultural group of over 172 human service agencies and programs working throughout the Seattle/King County area. Our members help residents to reach their full potential with services and support around issues as varied as homelessness, hunger, child care, domestic violence, aging, literacy, disabilities, sexual assault, community health care, employment, racial equity, and the development of children and youth.

Together since 1987, our mission is to be a strong and unified voice shaping public policy to have a positive impact on the ability of Seattle-King County residents to reach their full potential, including eliminating institutional racism.

Scope

SHSC has a rare opening for an Organizer to assist our community of human service providers to work toward our mission, with a special focus on organizing human service providers to work with the City of Seattle to design and implement a Pay Equity Analysis of human services workers. This high-profile position provides an excellent opportunity for someone seeking to hone their organizing and advocacy skills, make connections with providers, elected officials, and activists working on wage equity and other human services issues, and work with a dynamic group of leaders. Applicants must understand the principles of community organizing, and experience is a plus.

Primary responsibilities include:

Cultivating Engagement:

- Build relationships with human service providers, developing an understanding of members' passions and motivations.
- Maintain accurate contact and participation records.
- Keep all participants informed and engaged.
- Nurture and utilize a core leadership group to provide direction.
- Design meeting formats and agendas to promote engagement and leadership opportunities for providers, in conjunction with Wage Equity Leadership Team and SHSC staff.

Supporting Leadership:

- Plan and coordinate monthly Wage Equity Leadership Team as well as Wage Equity working groups.
- Facilitate the identification of consensus and focus action plans.
- Create summary notes of groups' decisions and actions.
- Support Wage Equity Leadership Team members at meetings with policy makers and funders.
- Assist in facilitating members' work, carrying out logistics necessary to achieve project goals.
- Support members who take on responsibilities and roles on behalf of the group.
- Share knowledge and experience of advocacy and local government and learn from members.
- Establish and maintain relationships with leaders from different sectors involved with Wage Equity and with other public officials, and encourage members' development of those relationships.

Administrative:

- Perform administrative functions required to track and report to supervisors and funders, including tracking expenses, oversight of project budget, and contract reporting.
- Utilize information technology to communicate with members and maintain records of contact info, group decisions, and actions.

Minimum Qualifications

- Minimum of three years of experience with any combination of the primary responsibilities listed above.
- Demonstrated passion, commitment, and experience advancing social justice and racial equity.
- **Demonstrated project coordination skills: organized and able to meet deadlines.**
- **Volunteer or professional experience in advocacy &/or community organizing:** understanding of community organizing principles essential.
- Demonstrated understanding of human services, poverty, racial equity, and social justice issues.
- Experience working with community-based non-profits useful.
- Must pass Neighborhood House background check requirements.
- Must have reliable, independent transportation for travel for meetings and logistical responsibilities.
- [COVID-19 Vaccination \(must be obtained and documentation submitted prior to employment\).](#)

Minimum Skills

- Ability to communicate effectively in a clear, concise style, both orally and in writing, with individuals from a wide range of cultural backgrounds.
- Ability to listen deeply for both verbal and nonverbal communication.
- Experience assisting groups to reach consensus and with summarizing group's consensus in writing.
- Ability to work with limited supervision and considerable self-direction.
- Ability to work effectively in a multi-cultural environment with co-workers, members and partners.
- Ability to excel in visible, highly public settings.
- Ability to think and act strategically with long arc in mind, as well as short term goals.
- Ability to stay on message and stay within parameters of role as an organizer.
- Ability to perform administrative functions required to track activities and expenses and report to supervisors and funders.
- Eagerness to give, receive, and apply constructive and respectful feedback.
- Willingness to consistently demonstrate the values and principles of SHSC.
- Proficient in Microsoft Office software, as well as social media and teleconference platforms(like zoom.)

Approximate hours of work are within the hours of 8am-5pm, Monday to Friday. Candidates must be able to work a flexible work schedule, including some weekends or evenings, as necessary. **Funding for this position is secure for twelve months with possibility of renewal.**

Employee Practice

The Seattle Human Services Coalition is an Equal Opportunity Employer. **We encourage people of color and members of the communities we serve to apply.** Applications are considered without regard to race, age sex, color, creed, religion, disability, national origin, marital status, mental or physical handicap, sexual orientation or any other classification protected by law.

Application Procedure

Submit both a resume and cover letter to shsc@shscoalition.org or fax to (206) 860-8825. Only applicants considered for interviews will be contacted. Applications received by Monday, February 14th will receive first consideration.