

UNITY Network Coordinator Job Description

UNITY is seeking to hire a UNITY Network Coordinator who will directly assist the youth programs director and youth programs coordinator in organizing and delivering ongoing youth programs and initiatives. This position supports program planning, implementation, evaluation, communications, stakeholder engagement, and the National UNITY Council (NUC) network.

The UNITY Network Coordinator monitors project plans, schedules, work hours, budgets, and expenditures; organizes and participates in stakeholder meetings; supports youth leadership cohorts and NUC activities; and helps ensure project deadlines and strategic objectives are met. The position requires the ability to work under tight deadlines, strong Microsoft Office skills, and exceptional verbal, written, and presentation skills.

Project Coordinator Responsibilities:

- Maintaining and monitoring project plans, project schedules, work hours, budgets, and expenditures.
- Organizing, attending, and participating in stakeholder meetings.
- Documenting and following up on important actions and decisions from meetings.
- Preparing necessary presentation materials for meetings.
- Ensuring project deadlines are met.
- Providing administrative support as needed.
- Undertaking project tasks as required.
- Developing project strategies.
- Ensuring projects adhere to frameworks and all documentation is maintained appropriately for each project.
- Assessing project risks and issues and providing solutions where applicable.
- Ensuring stakeholder views are managed toward the best solution.
- Chairing and facilitating meetings where appropriate and distributing minutes to project team members.
- Creating project management calendars for fulfilling each goal and objective.
- Assisting in developing and implementing project evaluation procedures.
- Assisting in marketing and promoting program activities via social media, other media outlets, and established UNITY communication channels.

Support and strengthen the National UNITY Council (NUC) network by coordinating technical assistance, youth council support, leadership webinars, regional workshops,

virtual office hours, and peer-mentoring opportunities; track requests, participation, and engagement through UNITY's CRM and related systems.

Coordinate the implementation and continuous improvement of National UNITY Council (NUC) membership engagement and leadership development initiatives by supporting Youth Council development, membership resources, leadership opportunities, stakeholder communication, regional engagement, and project deliverables.

Lead and support program evaluation and data-informed decision-making by coordinating pre- and post-program surveys, focus groups, youth feedback, participation and engagement data, annual youth program reporting, and recommendations that strengthen program quality, reach, and impact.

Support strategic youth engagement, outreach, and communications by maintaining and sharing the youth programs master calendar, coordinating communications with the Executive Committee, advisors, youth councils, partners, and participants, and assisting with targeted outreach, regional activities, partnerships, and recruitment of hard-to-reach Native youth communities.

Other duties as assigned.

Project Coordinator Requirements:

MINIMUM QUALIFICATIONS

- Bachelor's degree and 3 years experience, with experience in a nonprofit agency a plus.
- Knowledge of CRM and event platform management systems.
- Strong ability to create and maintain comprehensive reports.
- Proficient in computer-based information systems and Microsoft Office applications.
- Knowledge of virtual event platforms and execution of events in virtual space.
- Outcome-driven with ability to respond to changing circumstances and priorities.
- Ability to lead and work independently and as a member of a team.
- Excellent oral and written communication, presentation, and interpersonal skills.
- Exceptional interpersonal skills, including the ability to establish and maintain effective relationships with internal and external constituents.
- Experience generating social media content.
- Volunteer management experience.
- Ability to deal effectively with deadlines and time pressure.

- Tenacious and creative problem solver, motivated by challenge and open to input.
- Curious, with a collaborative, solutions-oriented mindset.
- Disciplined, motivated, energetic self-starter with a positive attitude and the ability to work independently.
- Strong collaboration skills and flexibility with different operational styles.
- Must be flexible for overnight travel as needed.
- Ability to work some evenings and weekends.
- Must have or be able to obtain a State of Arizona Department of Public Safety Fingerprint Clearance Card within 90 days.
- Have dependable transportation, a valid driver's license, and automobile insurance coverage.

Benefits

- Salary: \$55K
- Health Insurance
- 401K

PREFERENCE:

In accordance with the Indian Preference Regulations, preference is given to American Indians. To claim American Indian preference, documentation certifying tribal affiliation must be submitted along with a resume and supplemental information form.

Strategic-plan alignment: The four bolded responsibilities incorporate duties reflected in UNITY's Strategic Action Plan related to youth leadership cohort programs, NUC technical assistance and network engagement, data-informed evaluation, CRM use, youth outreach, communications, regional activities, partnerships, and ongoing leadership development.