



## Program Specialist - Equity

- Full-time, non-exempt (hourly) position
- Reports to the Senior Director of Community Engagement
- Salary \$20-22/hour, commensurate with background and experience
- Position is based in Redding, CA or Chico, CA. Company does not pay relocation costs
- Applicants must live within UWNC's nine-county territory – Butte, Glenn, Lassen, Modoc, Plumas, Shasta, Siskiyou, Tehama and Trinity counties.
- **All applicants must submit a cover letter as well as a resume. Please send your materials to [employment@norcalunitedway.org](mailto:employment@norcalunitedway.org).**

### The Mission and Opportunity

United Way of Northern California (UWNC), based in Redding, fights for the health, education, and financial stability of all residents in its nine-county territory. The agency has a strong commitment to social and racial equity and looks to integrate those values and principles into all its work.

### Job Summary

The Program Specialist – Equity will collaborate with community-based organizations, government agencies and the business community throughout the North State to promote principles of equity, diversity and inclusion that lead to positive outcomes for residents in the areas of education, income, health, and disaster services. The Program Specialist will assist in community mobilization and public advocacy efforts throughout UWNC's nine-county region. The Program Specialist may at times be called upon to support other community initiatives, including general outreach; family financial stability; and disaster recovery programs. This role requires passion and commitment towards issues of social and racial equity; the ability to work with individuals representing a broad range of cultural identity and ideologies; a high degree of professionalism; ability to work in a fast-paced environment, and ability to respond proactively to changing priorities.

### Principal Job Responsibilities

- Develop and nurture relationships with grassroots agencies throughout the region, particularly those whose work centers on issues of racial and social justice and equity. Participate as needed on community-based committees and collaboratives.
- Assist in coordination of the North State Equity Fund, which provides grants to grassroots organizations.
- Establish and facilitate advisory committees in rural counties to engage community leaders and guide funding decisions. Advocate for response to issues identified by committees.
- Attend community events and present information to increase awareness and knowledge of United Way of Northern California and its programs. Activities may take place throughout our nine-county region, in person and online.

- In collaboration with the Senior Director of Community Engagement, the President/CEO, and the internal staff diversity committee, assist in the implementation of programs and policies that promote diversity and equity within UWNC's internal operations.
- Assist in identifying and pursuing funding opportunities that can support UWNC's Equity work.
- Assist in disaster relief and recovery activities as needed. This can include activities related to wildfire relief and recovery, COVID and other public emergencies.
- Assist in other Program Department work as needed.
- Other duties as assigned.

### **Preferred Skills and Attributes**

- Comfortable and effective in interactions with individuals from diverse backgrounds and varying socio-economic circumstances.
- Maintains professionalism when dealing with individuals and situations regardless of the circumstances.
- Flexible and adaptable.
- Personable; works well in a team environment.
- Excellent customer service skills.
- Adept at multi-tasking.
- Strong skills in communication and documentation over the phone and computer.
- Strong public speaking and presentation skills.
- Experienced in public engagement.

### **Qualifications**

- Lives within UWNC's nine-county region and has developed knowledge of, and relationships with, social justice and non-profit organizations.
- Demonstrated track record of interest and involvement in equity-related issues.
- Minimum Bachelor's degree or equivalent experience.
- Minimum three years of experience in the non-profit, social services, or equity/social justice fields.
- Experience in public speaking, presentations, and community engagement.
- Demonstrated computer abilities. Proficiency in Microsoft Office suite, especially Word, Excel, PowerPoint; webpage and social media background a plus.
- Bilingual / multilingual a plus.
- Must possess valid driver license and reliable, insured transportation.
- Must be able to work comfortably on a keyboard through an eight-hour shift.
- Must be able to lift and carry up to 15 pounds.

*This position may involve occasional night and weekend shifts. Occasional travel to other cities in California may be required.*

*UWNC offers medical, dental and health benefits; paid vacation and sick time; 11 paid holidays per year; company-paid life insurance, 401(k) Retirement Savings Program and an Employee Assistance Program.*

*UWNC is an Equal Opportunity Employer. Employment at UWNC is contingent on submission to background checks, including criminal and DMV checks.*