



**Title:** Women's Empowerment Center Coordinator

**Reports to:** Women's Empowerment Center Director

**Work Schedule:** Full-time, Hourly (40 hours/week – 5 days/week)

**Position Overview:**

The Women's Empowerment Center Coordinator assists the Director in planning, coordinating, and implementing the Center's programs, including community education programming (i.e. Outfitting Women for Success, SAR, WWL etc.); Women's Career Closet; the Madison Street Boutique at the YWCA, RENEW life coaching, our work experience program and special events including Family Night events) with the assistance of the Women's Empowerment Center interns, and the YWCA Social Justice Programs Specialist. This role will work with the Youth Empowerment Specialist to engage in youth outreach and grant funded programming.

**Key Responsibilities:**

- Coordinate programming, event planning, promotion, and implementation
- Work in conjunction with the internship program including interview process and delegating intern projects
- Provide mentoring to interns
- Collect and report programming and special event demographics and data
- Assist with other Women's Empowerment Center projects and programs as needed

**Qualifications/Requirements:**

- Embraces diversity and enjoys serving women from all socioeconomic & ethnic backgrounds
- Excellent people, communication, organizational, administrative, and supervisory skills
- Passion to help others; positive attitude; commitment to excellence
- Self-motivated and demonstrated attitude of caring, encouragement, and patience
- Experience in coordinating programs and events; mentoring experience a plus
- Proficiency in Microsoft Word and Excel
- Ability to stand for extended periods of time, bend, and lift

The role involves supportive responsibilities to the Coordinator of the Career Closet and Madison Street Boutique (i.e. the processing of clothing donations, recruiting, scheduling, and training volunteers, overseeing the intake interview process for closet guests, and working with a team of 30 volunteers to provide a safe, nurturing, and judgment-free environment for all Women's Empowerment Center program participants).

**Supportive Responsibilities:**

- Assist with other Womens' Empowerment Center projects and programs as needed
  - Career Closet
  - Madison Street Boutique

**Qualifications/Requirements:**

- Associate degree required
- Embraces diversity and enjoys serving women from all socioeconomic & ethnic backgrounds
- Excellent people, communication, organizational, administrative, and supervisory skills
- Passion to help others; positive attitude; commitment to excellence
- Self-motivated and demonstrated attitude of caring, encouragement, and patience
- Experience in coordinating programs and events; mentoring experience a plus
- Proficiency in Microsoft Word and Excel
- Fashion knowledge
- Ability to stand for extended periods of time, bend, and lift

**How to Apply**

Please submit a cover letter and resume to Leslie Asare,  
Development Director Email: [lasare@ywcagreenbay.org](mailto:lasare@ywcagreenbay.org) Phone:  
920-432-5581 (x167)