



WOMEN'S RESOURCE CENTER  
STRATEGIES FOR WORK. SKILLS FOR LIFE.

## **JOB DESCRIPTION**

**POSITION TITLE:** (Investment In Families Initiative) IIF Coordinator

**POSITION TYPE:** Full Time

### **INVESTMENT IN FAMILIES (IIF) SUMMARY:**

The Investment in Families (IIF) is a new 10-year Steelcase Foundation initiative and 10-million-dollar investment focused on Black and Latina mothers in Kent County, Michigan, to support their individual and collective well-being, and identify policy and systemic change needed for the betterment of Michigan families. Long-term multiyear funding allows program delivery and focuses to adapt to the changing needs of the community, as well as allows the IIF initiative team to learn and partner relationally, versus a transaction approach many sectors take toward learning. The goal is to apply learning from the initiative to benefit all Michigan families impacted by policy and behaviors of systems that do not currently maximize nor center their desired outcomes. The research and evaluation plan and program delivery will be adapted in partnership with a cohort of 30 Black and Latina mothers from Kent County, Michigan who will engage in the 10-year study as key strategic partners, co-designers of the cohort experience, and context experts on how systems currently impact mothers and their families. Together, with the mothers and community partners, specific policies will be identified for change, and action steps will be taken to make those changes happen.

To learn more about the Investment in Families initiative, visit [www.steelcasefoundation.org/investment-in-families-initiative](http://www.steelcasefoundation.org/investment-in-families-initiative)

The Women's Resource Center (WRC) is the host and implementation partner of the Investment In Families initiative and will serve as the employer of record for this position, provide strategic thought partnership for implantation, and offer WRC programming and support to cohort partners.

### **POSITION SUMMARY:**

Under the direction of the WRC Program Director and Steelcase Foundation, the IIF Coordinator is responsible for assisting IIF cohort partners with navigating program services, needs-related resource connections, and advancement toward their self-determined goals, as well as being the lead coordinator for cohort gatherings, and collector of administrative data from the cohort.

Services will be provided within a gender-responsive, racial equity, and belonging framework. Responsibilities include but are not limited to cohort recruitment/orientation; assessments and customized plan development; solution-focused case management to resolve barriers to their goals and IIF cohort participation; referrals for wellness, employment, education, training, and other supports; placement and retention; coordination of cohort gatherings; and management of cohort partner records. The number of cohort partners who are retained in the IIF initiative and who advance in their self-determined goals are key measures of success in this position. The



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Coordinator must understand, embrace, and support the mission and values of the WRC and the Steelcase Foundation.

### **ESSENTIAL JOB FUNCTIONS:**

- Serve as the main contact between the cohort and the IIF initiative/WRC, and conduct follow-up as needed;
- Meet individually with cohort partners to understand their vision, hopes, and goals for themselves and their families, and to determine how they are currently situated (ie. skill level, work experience, and support needs) to meet those goals;
- Assist cohort partners in setting attainable SMART goals both long and short-term;
- Guide cohort partners through assessments and create an individualized plan to achieve goals;
- Serve as a coach, systems navigator, and strategic thought partner to cohort;
- Assist with scheduling workshop attendance and enrollment into programs at partnering institutions to enhance skills, readiness, and wellness;
- Invite cohort partners to participate in WRC programming;
- Assist with developing resumes and cover letters, identify opportunities for employment, and assist with the application and interview process;
- Interface with employers and gather feedback to aid in maintaining successful employment, and intervene as appropriate if employment is in jeopardy;
- Maintain relationships with staffing agencies to aid in matching cohort partners with labor force needs;
- Input and maintain timely cohort partner information and progress in Salesforce and IIF-provided data platforms;
- Coordinate supports that will assist the cohort partner with attendance and participation in IIF initiative, and WRC programming, and make referrals to partnering agencies as appropriate;
- Provide case management services, coaching, and additional learning opportunities to assist cohort partners in overcoming barriers and accessing needed resources in the community;
- Provide excellent customer service to both internal and external collaborators.
- Work to connect cohort partners with employers to develop job opportunities and advocate in the hiring process for cohort partners.
- Actively participate as a member of the WRC program and IIF teams to improve programming quality, effectiveness, and delivery. Internal collaboration is essential for program success.
- Facilitate referrals between WRC and partner agencies;
- Co-facilitate and coordinate all logistics of four to six cohort gatherings each year, such as agenda setting, family-inclusive activities, securing speakers and co-presenters, meals, snacks, and flow of each gathering.
- Other duties as assigned.

### **EDUCATION/TRAINING:**

- Bachelor's degree and related experience in Communications, Marketing, Psychology, Human Relations, Public Administration, Social Work, or a related field, required
- Eligibility for Case Management Certification and/or Global Career Development Facilitator Credential, preferred



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### **EXPERIENCES:**

- Excellent interpersonal and communication skills, ability to quickly engage participants and facilitate progress through coaching, sensitivity to socioeconomic and cultural needs, and a passion for WRC's mission.
- Experience working in a mentoring or advising role.
- Must be very comfortable with public speaking, group facilitation, and be able to communicate ideas, advice, feedback, and critiques professionally and concisely in individual and group settings.
- Ability to recognize strengths and weaknesses, and to develop plans to aid in personal and career growth.
- Must own the process and outcome of equipping cohort partners for success in the IIF initiative and toward their personal and career goals.
- Experience with Salesforce or similar client database management platforms, preferred.
- Knowledge of workforce or industry trends in West Michigan is highly recommended;
- Experience working to support and implement large-scale, multi-dimensional projects, preferred.
- Excellent project management, organization, and event planning skills required.

### **SPECIAL REQUIREMENTS:**

- Ability to work a flexible schedule, including some evenings and weekends
- Must be proficient in Microsoft Office, including but not limited to Excel, Word, PowerPoint, and Outlook with mastery level knowledge and experience, preferred
- Bilingual (Spanish) preferred
- Must have a valid Driver License

### **ESSENTIAL PHYSICAL REQUIREMENTS:**

Sufficient mobility and strength to move about the facility. Ability to be mobile throughout the community.

### **SALARY AND BENEFITS:**

- Annual salary of \$50,500
- Additional annual incentive of up to \$6,500 based on work plan deliverables. Work plan to be developed collaboratively between the hired IIF Coordinator, WRC, and the Steelcase Foundation.

The Women's Resource Center offers a competitive benefits package, that includes:

- Medical/Health Insurance
- Dental Insurance
- Vision Insurance
- Short Term Disability
- Basic Life Insurance Coverage
- Health Savings Account Contribution
- Paid holidays, vacation days, and sick leave



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**To Apply:**

Please submit the following to: [resumes@grwrc.org](mailto:resumes@grwrc.org)  
by 11:59 pm, Wednesday, February 28, 2024:

- Submit cover letter AND resume as one (1) document
- List three (3) professional references and NOT three (3) personal references

Posting will be open until the position is filled; interviews will begin as qualified applications arrive.

*Please, no telephone calls.*

**Women's Resource Center is an Equal Opportunity Employer**

**Our Mission:**

Equipping women to achieve purpose, fulfillment and financial stability through meaningful employment.

**Our Commitment:**

Women's Resource Center (WRC) advocates for equity, diversity, and inclusiveness. Our mission is part of a greater movement to provide programs and services that educate and empower workplace success and transform the employment experiences and outcomes for all women. WRC is committed to creating an equitable and inclusive culture, free of racism and discrimination, where individuals have the opportunity to achieve success in the workplace, attain economic independence, and bring their authentic selves to work.