



**Job Title:** Racial Equity Initiative Coordinator  
**Job Type:** Contractor  
**Reports to:** Senior Director of Community Investments & Operations

## Purpose

Waco Foundation is a nonprofit organization that provides grants and other charitable services in McLennan County, Texas. The Racial Equity Initiative Coordinator supports the Senior Director of Community Investments & Operations in the Foundations efforts to advance racial equity education and action within the Greater Waco community.

## Nature of Work

This position is well suited for the individual who enjoys administrative, coordination and facilitation work. The candidate should have a positive, service oriented attitude, a deep knowledge of the history of race and racism in America, a solid understanding of racial equity concepts and contexts, and their application in present day context. The Coordinator must have the patience, willingness and ability to engage successfully with people at varying places on the racial equity continuum.

## Job Qualifications

The ideal candidate will have:

- A high degree of professionalism, discretion and personal integrity including the ability to appropriately protect confidential information;
- Basic office skills and the ability to demonstrate professionalism, diplomacy and flexibility;
- Solid organizational and facilitation (in-person and virtual) skills and the ability to multi-task when necessary;
- The ability to relate well and respectfully interact with a wide variety of people that comprise Foundation constituencies, as well as their diverse perspectives and cultures;
- Strong communications skills, both verbal and written;
- Computer literacy (Microsoft Office, the internet), experience with WordPress & social media is a must;
- The ability to work independently;
- Reliable transportation, computer and secure internet access;
- Punctuality, attention to detail.

## Work Term and Hours

Approximately 15-19 hours per week (on ad hoc basis). Foundation business hours are Monday-Friday 9:00 a.m. – 5:00 p.m.

## Rate of Pay

Hourly rate, commensurate with education and related work experience.

## Job Functions

Coordinator work activities include, but are not limited to the following:

- As needed, lend support to REI training delivery efforts (this may include outreach to/connection with workshop prospects);
- In partnership with the Sr. Director and with input from Cooper & Waco Foundations, plan for and implement REI Alumni All Cohort event(s);
- With input from the Sr. Director, coordinate, plan and facilitate the two foundations strategy and key stakeholder meetings and related activities. This will include coordination of schedules, review and identification of potential meeting materials, agenda development and serving as meeting host and facilitator.
- As needed, connect with key stakeholders to help them name and identify the resources and support they need to implement their racial equity goals and strategy;
- As needed, help serve as the Foundation's liaison to other area entities/institutions by engaging their leadership in conversations related to racial equity
- As need, skillset and capacity aligns, support the Nonprofit Network and other organized gatherings that are seeking to advance racial equity education in the community.
- Keep the Waco and Cooper Foundations team apprised of community partners entering in or working on racial equity issues that may need to be announced, publicized (e.g. newsletter) and /r otherwise supported.

## Application Instructions

Interested candidates should submit a cover letter, resume detailing work history and fit, and references to Nicole Wynter, Sr. Director of Community Investments & Operations, at [nwynter@wacofoundation.org](mailto:nwynter@wacofoundation.org) with the subject line "Racial Equity Initiative Coordinator Position."