

CARL MAXEY CENTER OPEN POSITIONS

Program Coordinator - Business/Workforce Development

The Program Coordinator- Business/Workforce Development will coordinate CMC efforts that support the development and sustainability of Black Businesses in Spokane County and strategies that increase access to living wage jobs and career development opportunities. The Program Coordinator will work with the Executive Director to ensure that goals and objectives specified for CMC programs and services related to business and workforce development are accomplished in accordance with established priorities, time limitations, funding limitations or other specifications.

Job Duties Include:

- Overseeing Black Business Support Team Program to support local Black businesses
- Coordinating development of the Black Business & Professionals Alliance
- Co-Facilitating & providing support for BECIN (Business Equity Coalition of the Inland Northwest)
- Establishing one on one relationships with and providing outreach to local Black Business owners and entrepreneurs
- Establishing partnerships with business and employment resource providers and developing internal resources (ie website, brochures, newsletter)
- Facilitating educational workshops and training
- Coordinating technical assistance for business owners and entrepreneurs
- Developing CMC internship/mentor program
- Coordinating CMC job training efforts
- Representing the Carl Maxey Center in community meetings and workgroups related to business and workforce development

Some education or experience with business/workforce development is preferred.

Program Coordinator – Community Development & Equity

The Program Coordinator - Community Development & Equity will coordinate CMC programs and services that are related to community development, equity and advocacy and will work with CMC leadership and community members to expand collaboration and partnerships that further the mission and vision of the organization. The Program Coordinator will work with the Executive Director to ensure that goals and objectives specified for CMC programs and services related to community development, equity, advocacy and racial justice are accomplished in accordance with established priorities, time limitations, funding limitations or other specifications.

Job Duties Include:

- Connecting one-on-one with community members and organizations to develop and expand partnerships that enhance community development, equity and advocacy efforts.
- Developing and coordinating CMC programs that address community development, equity, education and advocacy.
- Coordinating CMC educational and cultural events (ie Black History Month, Juneteenth) and overseeing CMC presence in community events
- Representing the Carl Maxey Center in community meetings and workgroups related to community development, equity, racial/social justice.

Some education or experience with community organizing and racial/social justice is preferred.

Preferred Skills

Ideal candidates will have the following skills and capabilities:

- **Racial Equity:** Clear understanding and passion for Carl Maxey Center's Racial equity focus
- **Cultural Competence:** Demonstrated awareness and examination of one's own attitudes, values, knowledge and skills that impact how well an individual works in cross cultural situations
- **Communication:** Effective communication skills (written and verbal)
- **Community Focus:** Experience with or an understanding of community-centered programming
- **Flexibility:** Ability to multi-task and/or flex skills and focus areas to support varying types of work
- **Independence:** Ability to self-teach, work independently within a team setting, and achieve tangible results in an ambiguous and everchanging environment
- **Relationship Building:** Comfortable engaging directly with community members to build long term relationships and facilitate partnerships
- **Office Skills:** Familiarity with general office software (ie. G Suite, Microsoft, Adobe) and basic technology
- **Work Ethic:** Willingness to ask questions, take initiative, learn, accept feedback, and display patience and empathy when helping to solve challenging problems

Position Description

Full-time, 40 hour per week, flex positions (both remote and in-person). Hours and work location will vary depending on the week and program. Some evening and weekend hours will be required. Positions report directly to the Executive Director. Starting Salary: \$45,000 + benefits

Who We Are

The Carl Maxey Center (CMC) is a Black-led and Black-centered non-profit, 501c3 organization, based in the East Central neighborhood of Spokane, Washington. CMC is both a neighborhood cultural center and gathering place, as well as a community based organization that provides programs and services focused on addressing the needs of Spokane's African American/Black community. The mission of the Carl Maxey Center is to change lives and improve the well-being of Spokane's African American/Black community by expanding the educational, economic and cultural opportunities that are currently available, and by addressing the racial disparities and racial inequities that currently exist and have persisted in this area. We do this by supporting and sustaining the work and programs of the Carl Maxey Center to address four focus areas: (a) Racial & Social justice and Equity; (b) Business/Workforce Development & Economics; (c) Education & Advocacy; and (d) Cultural Enrichment. The long-term goals of the Carl Maxey Center are to uplift, empower and transform Spokane's African American/Black community from the inside out, and to create the space, the opportunities and the infrastructure necessary for Black Spokane to identify and design solutions to address current and future challenges.

Applying for the Position

Positions open until filled. Interested applicants should e-mail their resume and cover letter to sandy@carlmaxeycenter.org. Please put the job title in the subject line. The cover letter should **briefly** answer the following questions: (a) what is your understanding of the Carl Maxey Center's mission; (b) why are you interested in the position; (c) how do you see yourself adding value to work that the Carl Maxey Center is doing in the community. **No phone calls please.**