



Community Coordinator

Job Status

Full-time, salaried

Position Reports To

Community Team Manager

Work Week

Monday-Friday

Some nights/weekends/special events required

+ About Rainier Athletes (RA)

Rainier Athletes' mission is to affirm our youth's sense of purpose and belonging by intentionally connecting their core community of teachers, coaches, families, and mentors. We begin the journey with students and their families in fourth or fifth grade and continue through high school graduation and beyond. Each student is sponsored year-round to participate in extracurriculars and summer camps, paired with a dedicated mentor who meets with them every week, and motivated to achieve on and off the field through RA's classroom engagement and self-advocacy model.

+ Celebrating 10 Years of Impact

In the spring of 2013, RA piloted a sports scholarship program, fully funding three students from a Title 1 elementary school to play Little League Baseball for the first time. In partnership with these students, their families, coaches, and teachers, RA quickly recognized that participation in organized sports was a vehicle for much more impactful conversation and growth.

For the next four years, led completely by volunteers, the scope of RA expanded. The core mission of RA shifted to connecting youth with dedicated mentors, elevating their voices in and out of the classroom, and engaging the students' families, teachers, and coaches every step of the way. In 2016, RA became a 501(c)3 non-profit and tripled its fundraising efforts to just over \$200,000. With this funding, RA hired its first employee and selected its founding Board of Directors, most of whom are still active on the board today.

Now, in 2023, RA is uniquely positioned to dramatically expand our scope and impact. While our name implies a focus on athletics, we recognize that the support of a dedicated mentor has benefits for all students. RA students are artists and engineers too! We're growing our small but mighty team with the goal of expanding opportunities in scope, geography, and impact!

+ Help Us Write the Next Chapter

With so much need, and so much opportunity, we are looking for the just-right person to grow our community. The Community Coordinator serves as the bridge between students, mentors, families, teachers, coaches and RA's community partners. The primary responsibility of the Community Coordinator is to mobilize the RA village, especially the RA mentors, ensuring that the youth's voices are heard, their needs are realized, and their identities are celebrated. An ideal Community Coordinator is a chameleon when it comes to communication in that they have the ability to seamlessly connect with stakeholders from various walks of life. A successful candidate realizes that they are solely responsible for the energy they bring to the community and will self regulate, form realistic boundaries, and nurture their own needs in order to make room for the energy required for this role.

Community Coordinators foster positive, consistent, and productive relationships with a designated caseload of RA students, families and their mentors. They also serve as Site Lead for 2+ schools, which includes coordinating programming with mentors, teachers, building administration, students, and families.

The Community Coordinator will work in close collaboration with the Community Team, composed of Community Coordinators and their direct manager, the Community Team Manager.

+ Responsibilities & Duties

Students and Families (40%)

- Support students and their families in navigating the systems and processes of RA's community partners, such as organized activities and youth sports leagues, the school district, and resource providers
- Provide a consistent communication bridge between families and RA, ensuring that families are aligned with RA commitments and RA commitments evolve based on the needs and desires of the families
- Serve as mentor for students who are currently un-matched
- Partner with RA staff and the community to provide each family with an equitable RA experience, regardless of each individual's English language proficiency and/or previous experience in navigating systems

Mentors (40%)

- Coach and support mentors in strengthening their connections with students, families, coaches, and teachers
- Co-lead mentor onboarding and trainings in close partnership with the Community Team that foster safe, positive, and culturally responsive mentor-mentee relationships
- Co-create activities and connections in order to cultivate a strong RA mentor community and ultimately retain mentors for the long term
- Connect weekly with mentors to celebrate their successes as well as to coach and hold them accountable to their RA mentoring expectations

Teachers and Schools (20%)

- Strengthen relationships with teachers and other school staff ensuring that the RA model is meeting program goals while aligning with school/district initiatives
- Manage day-to-day communication with teachers and support process improvement strategies
- Partner with schools to identify potential new RA students and families

+ Benefits

- Employer-sponsored health, vision, and dental
- Flexible time off, holidays, and employer-mandated wellness days
- Starts at \$50K (negotiable based on experience) and increases to \$60K after a year
- Professional development stipend
- Office amenities: 24/7 access, espresso, kombucha, sparkling water, Thursday happy hours, access to newly renovated gym/showers

+ Preferred Experience and Qualifications

- Passionate about building meaningful relationships with students, families, teachers, coaches, mentors and community partners
- Ability to communicate with tact and diplomacy including maintaining a high level of integrity and discretion in handling confidential information
- Experience working in multicultural environments, mentoring youth and/or with a non-profit or community based organization
- Team player who is open to feedback and self-improvement
- Willingness to engage with coworkers and the broader RA community with authenticity and vulnerability
- Flexible schedule, availability to assist with the occasional evening/weekend events or high priority communication
- Willingness to take on administrative tasks such as utilizing spreadsheets and reports and general openness to learning new software applications and programs affecting assigned work
- Consistent access to a personal vehicle
- Proficiency in MS Office, Google Sheets, and/or Smartsheets

- Language proficiency in Spanish, Arabic, Punjabi, Farsi, Swahili and/or other languages

+ To Apply

Send your resume and cover letter to apply@rainierathletes.org. Given the anticipated volume of applications for this position, we will focus our response on the most qualified applicants.