



LaunchNW Community Coordinator

November 2024

Innovia Foundation/LaunchNW is seeking Community Coordinator's to expand the LaunchNW initiative into rural Eastern Washington. Coordinator positions are temporary and will be classified as independent contractors.

Innovia Foundation:

Innovia Foundation ignites generosity that transforms lives and communities. We envision vibrant and sustainable communities, where every person has the opportunity to thrive. As the community foundation for Eastern Washington and North Idaho since 1974, we partner with people who want to make our part of the world better.

We believe that generosity is the most powerful source of positive change to achieve our shared goals and values. We partner with generous individuals, families, businesses and organizations to address our region's most pressing causes and greatest opportunities. We offer innovative products and giving solutions to catalyze greater impact and inspire donors to take a more active approach to philanthropy.

We thoughtfully collaborate with community leaders and stakeholders to build and strengthen relationships, so that our work is more reflective of and relevant to the priorities of our region. We are committed to being present and engaged, learning about community needs and supporting community momentum. We work together to address and solve our region's problems, help those in need, identify and respond to our greatest opportunities, and leave a lasting impact.

Each year, Innovia invests nearly \$10 million into our communities through grants and scholarships.

We welcome you on this journey to improve people's lives and make our world a better place! Visit www.innovia.org to learn more about Innovia Foundation.

LaunchNW:

LaunchNW is an initiative of Innovia Foundation that challenges our community to come together to ensure every child has the opportunity and support to access their post-high school education or career of choice and meet their full potential.

With a promise scholarship as an incentive, LaunchNW is working with community partners to collaboratively engage and provide wraparound supports for students and families. We are uniting businesses, educational entities, nonprofits, government and communities behind this vision and expectation. A disruption to business as usual, LaunchNW is a transformational investment in the future of our region.

Service and Deliverables

The Community Coordinator brings community partners together to make decisions regarding supporting youth and families to ensure youth are pursuing post-high school education and career opportunities. This group will formulate and advance the implementation of a plan that is intended to fill the gaps identified in a child's pathway from birth to career attainment. Using the key ideas of collaborative governance, strategic data approach and comprehensive supports as a framework to guide decisions, strategies and operations.

Convene, when necessary, the LaunchNW Leadership Team and/or Innovia Foundation Team members along with the local community members and groups to assist in implementation.

In collaboration with community partners, submit a grant to Innovia Foundation for up to \$35,000 to support LaunchNW implementation.

Work closely with the regional engagement manager to identify opportunities to create a greater impact.

Involve the Innovia Regional Leadership Council members in solving challenges and implementing solutions.

Key Targets:

- Establish a governance group that makes decisions to drive change
- Create and implement a plan to increase FAFSA completion
- Determine the health of the pathway youth travel from birth to career attainment
- Adopt appropriate data points that highlight areas of opportunity and existing strengths for that pathway
- Coordinate with the LaunchNW Executive Director to ensure satisfactory progress
- Work with Innovia staff to establish an appropriate fundraising goal for the LaunchNW Scholarship.

Qualifications:

Ideal candidates will have outstanding writing skills, organizational skills and excellent written, oral and interpersonal communication skills with attention to detail. The ability to manage multiple projects independently will be important. Customer service experience and/or experience working in a business setting is vital.

Preferred software experience: Microsoft Office (including Word, Excel, PowerPoint and Outlook), Adobe Cloud Suites (InDesign, Photoshop, Illustrator), Asana, WordPress, Canva and virtual meeting platforms such as Zoom, Microsoft Teams, etc.

The requirements below are representative of the knowledge, skill and/or ability needed to perform successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Education/Experience:

- High School Diploma

Skills/Abilities:

- Dynamic writer and storyteller with excellent written and verbal communication skills

- Excellent meeting facilitation skills with an emphasis on group decision making
- Strong writing and editing skills with careful attention to detail
- Creative with an eye for visual and branding consistency
- Ability to thrive in a lean, fast-moving environment where adapting to change is necessary
- Ability to handle confidential, proprietary and sensitive information requiring judgment and discretion
- Ability to be focused and detailed, meet deadlines under pressure and juggle multiple tasks, be organized and effective, self-directed while maintaining priorities
- Self-directed and able to work independently.
- Ability to cultivate positive relationships and be helpful and courteous to colleagues and community members
- Manage, organize, prioritize and deliver on day-to-day tasks and longer-term projects, individually and as part of a fast-paced team
- Live within the LaunchNW community that they are leading.

Mental & Other Skills/Abilities:

- *Adaptability:* ability to adapt to changes, delays or unexpected events in the work environment; ability to manage competing demands and prioritize tasks; ability to change approach or method to best fit the situation.
- *Dependability:* ability to follow instructions, both in written and verbal format; ability to respond to management direction; ability to complete tasks on time or notify the appropriate person with an alternate plan when necessary.
- *Interpersonal Skills:* ability to develop and maintain positive working relationships and teamwork both inside and outside the organization while effectively handling internal pressure.
- *Judgment:* ability to make prudent and timely decisions; ability to exhibit sound and accurate judgment; ability to explain reasoning for decisions.
- *Language Ability:* ability to read, and write reports, business correspondence, and procedure manuals; ability to effectively present information and respond to questions from management, staff, clients, customers, and the general public.
- *Problem Solving Ability:* ability to identify and/or prevent problems before they occur; ability to formulate alternative solutions to problems when necessary; ability to transfer learning from past experiences to new experiences of similar nature.
- *Quality Management:* ability to complete duties, on time and with precision; ability to edit the accuracy and thoroughness of one's work as well as the work of others; ability to constructively apply feedback to improve performance, ability to generate ideas to improve and promote quality in work.
- *Reasoning Ability:* ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form; ability to work through problems involving multiple variables.