



Position Title: Coalition & Prevention Coordinator

Background: MCCOY is the nonprofit youth services intermediary organization for Marion County with a 29-year history of championing the positive development of youth through capacity building advocacy, connection, being a gateway to resources, and empowering youth leaders for community change. Our work is focused on building a community where all youth have access to the supports and opportunities they need to learn, grow, and thrive. MCCOY serves as a fiscal partner of the Marion County Youth Violence Prevention Coalition (MCYVPC), whose mission is to convene community stakeholders, conduct research, provide leadership, and empower people to create opportunities that build more peaceful homes, schools, neighborhoods, and workplaces. The strategic focus of the coalition is to activate community partners to prevent youth violence in Indianapolis through advocacy for system-level change and championing direct support for youth and families. MCCOY and MCYVPC are seeking a Coalition & Prevention Coordinator to support this important work.

Position Summary: This full-time, grant-funded position will support the Marion County Youth Violence Prevention Coalition through coordination and project management of coalition activities and initiatives, internal communications to coalition members and external communications to the community and stakeholders, and seeking continued financial support for the coalition. This person will join a mission-driven team of skilled and committed professionals who are working to make this community the best place possible for a young person to grow up and achieve success.

Position Reports To: Director of Strategy & Operations

Primary Responsibilities:

- Staffing and supporting the Marion County Youth Violence Prevention Coalition, a collection of over 60 organizations and agencies throughout Marion County that volunteer personnel, time, and talents to the implementation of the Coalition’s Strategic Plan
- Building partnerships and relationships with Coalition members, potential members, and community leaders who can champion the mission of the Coalition
- Managing administrative and communication tasks on behalf of the Coalition, including meeting communications, e-newsletters, social media, website updates, and grant budgets and reporting
- Seeking sustainable funding to support Coalition activities through trust-based philanthropy and relationship-based fund development
- Providing technical assistance and support to Coalition activities, as outlined in the Stratgic Plan and Elevation Grant Scope of Work



Qualifications

MCCOY welcomes applicants of all racial, cultural, and economic backgrounds who are passionate about, and committed to, the positive development of youth and prevention of youth violence. We seek candidates with educational backgrounds and work experiences in violence prevention, community organizing, youth development, and partnership building. While a bachelor's degree is preferred, life and professional experiences that demonstrate the competency and capability of the candidate will be considered as well. Additional qualifications include:

- Exceptional communication and organizational skills
- Proven ability to manage and prioritize multiple projects and tasks
- Experience with social media and basic website management
- The ability to work collegiately as a member of a team focused on providing support and opportunities for youth
- Ability to facilitate group processes, lead community and partner meetings, build strong and mutually beneficial partnerships, and provide research on best practices
- Ability to set annual goals and measurable objectives for the work
- Practices and values respect and equity for individuals and groups of all races, cultures, genders, economic, religious, and political backgrounds

Compensation

For this position, MCCOY offers a salary floor of \$45,000, as well as a generous benefits package including fully paid employee health, vision, and dental coverage; liberal vacation, sick, and personal time off allowances; and professional development allowance. We have a flexible work environment with excellent opportunities for impact and growth. MCCOY, Inc. is an equal opportunity employer.

Application Process

Please email a cover letter summarizing your interests and qualifications, resume, salary expectations, and three professional references by **5:00 pm November 7, 2022** to Kate Roelecke, Director of Strategy & Operations at kate.roelecke@mccoyouth.org.