



**Title: Strategic Initiatives Coordinator**

**Location:** Providence, RI

**Start Date:** September 2024

**Salary:** \$58,000-65,000

**Position Overview:**

Reporting to the Executive Director, the Strategic Initiatives Coordinator is responsible for supporting the planning, development, and oversight of programmatic initiatives that support the organization's goals and strategic direction. The Coordinator will collaborate and work closely with other LPI team members to develop Initiatives to improve the organization's impact and mission. This position will lead strategic, innovative, and collaborative plans to identify and engage critical community stakeholders who share LPI's commitment. The Coordinator will be knowledgeable in advocacy, community engagement, marketing, and programmatic skills.

**Essential Functions & Responsibilities:**

- Develop new initiatives to support the organization's strategic objectives.
- Manage all project and program engagement aspects, from planning, external relationships, outreach, communications, resources, change, risks, and issues.
- Develop status reports regarding project milestones, deliverables, and needs of projects and Initiatives.
- Responsible for planning, organizing, and ensuring completion of initiatives on schedule and within budget in pursuit of delivering outcomes.
- Coordinate event logistics tied to LPI initiatives and engagement efforts.
- Conduct periodic market analysis, research, and development for LPI's projects and strategic initiatives.
- Work with other team members to develop and implement communications and outreach strategies related to LPI's policy and programmatic priorities.
- Lead and support organization-wide efforts to advance LPI's overall strategic plan.
- Complete reporting forms, work plans, and other documentation for any grants or projects related to the work, as needed.
- Maintain documentation and support evaluation efforts to ensure program effectiveness.

### **Additional Functions**

- Participate in project development and strategic planning.
- Contribute to the preparation and writing of grant progress reports and proposals.
- Perform other duties as assigned by the Executive Director
- Respect and maintain confidentiality, parameters of operation, professional protocols, and individual privacy.

### **Requirements:**

- Committed to LPI's mission, vision, and values. – demonstrated commitment to the Latino community and other historically marginalized communities.
- A bachelor's degree is preferred but not required if there are at least 2-3 years of relevant experience.
- Strong analytical, written, public speaking, and facilitation skills.
- Demonstrated ability to build meaningful relationships with partners and stakeholders.
- Strong written and oral communication skills with multiple audiences.
- Strong organization skills and attention to detail.
- Demonstrated ability to take initiative, multi-task, possess good judgment, and work independently and as part of a team.
- Bilingual/bi-literate in Spanish/English is preferred but optional.
- Thorough understanding and working knowledge of public policy, issue advocacy, and coalition management is preferred but optional.

### **To apply:**

Interested applicants should submit resume and cover letter by August 2, 2024.