



EWF Direct Service Coordinator Job Description

The Position

The Adirondack Diversity Initiative in partnership with the Adirondack North Country Association is seeking applications from qualified individuals to join our team and serve as the Excluded Worker Fund (EWF) Direct Service Coordinator. The EWF Direct Service Coordinator will act as a trusted messenger and helper within communities with high concentrations of excluded workers and is responsible for assisting potential EWF-eligible participants in accessing available funds. This position is available for one year.

The ADI Difference

ADI is the only program of its kind in the region and is the result of unprecedented bipartisan support at the state level, endorsed by more than 40 community agencies across the Adirondack North Country.

ADI's paradigm for articulating culture change is data driven, privileges community voices, the lived experiences of Black, Indigenous, people of color and other minoritized groups. This stems from our belief that communities must play a central role as actors and stakeholders in articulating, facilitating, and executing efforts that advance transformational justice in the Adirondack Park and surrounding areas. A more inclusive Adirondack Park will benefit the economic, social, cultural, and political health of the communities within.

ADI is hosted by the Adirondack North Country Association, a 65-year-old private, not-for-profit corporation located in Saranac Lake, NY. It has long-standing programs in a variety of community and economic development areas and benefits from a wide range of funding sources and membership support. Please see www.adirondack.org for more information. ANCA's board and staff have made a commitment to building a community of staff, board members, advisors, donors, interns, fellows and volunteers, and partners that hold diversity, equity, and inclusion as core values as we pursue an actively anti-racist agenda for the region. We define human diversity as differences in race, ethnicity, nationality, gender, gender identity, sexual orientation, socio-economic status, age, physical and/or mental capabilities, and religious beliefs. We define equity as providing fair treatment, access, opportunity, and advancement for all people; eliminating barriers that have prevented the full participation of all groups. We define

inclusion as creating environments in which any individual or group can be and feel welcomed, respected, supported, and valued to fully participate. www.diversityadk.org

Excluded Worker Fund

In April 2021, the State Fiscal Year 2021-2022 New York State (NYS) budget was signed into law. Included in the budget is \$2.1 billion in state funding for a new initiative entitled The Excluded Worker Fund (EWF). This fund will offer relief to workers who have suffered income loss due to COVID but who are ineligible for Unemployment Insurance or related federal benefits. The fund will provide a one-time payment to eligible workers who lost their jobs or income during the benefit period (March 27, 2020 to April 1, 2021).

Core responsibilities include, but are not limited to:

- Direct assistance with EWF application submission and preparation of documents;
- Development and dissemination of informational EWF educational materials;
- Door-to-door educational visits/conversations;
- Conducting live or virtual informational sessions about the EWF process;
- Interpretation and translation services relating to education about EWF process and/or direct assistance;
- Referral of excluded workers to other critical services;
- Other specific activities designed to increase the number of Excluded Worker Fund applications.
- Work with the Network Program Coordinator to ensure grant requirements are being met.

Minimum Qualifications

- Cultural competency to meaningfully engage communities/groups reached through this initiative;
- Ability to speak, read, and write in relevant languages;
- Experience with other community engagement/volunteer-driven efforts;
- Demonstrate an understanding of the role that racial inequity functions as part of American sociopolitical and critical consciousness;
- Demonstrate time management skills and the ability to prioritize tasks;
- Ability to effectively utilize job-related software including, but not limited to, Google Suite, Microsoft Word, Adobe, social media and the internet to type proficiently, prepare reports, write correspondence and e-mail;
- Embrace ADI's mission, theory of change and commitment to building Transformational Justice and Racial Equity in the Adirondack region;
- Exhibit excellent interpersonal and communication skills, ability to work collaboratively with persons across age, gender identity, race, sexual orientation, physical or mental ability, ethnicity, and other social identities markers;
- Maintain a high level of professionalism in dealing with EWF applicants and stakeholder groups;

Education and Experience

- Bachelor's degree or equivalent experience in the areas of social or human services area;
- Two years related experience and/or training in a setting that demonstrates the skills, knowledge and abilities needed to perform the above tasks; or equivalent combination of education and experience;
- Experience working with diverse audiences including members of immigrant and undocumented communities, neighborhoods and nonprofit organizations, residents;
- Good analytical and interpersonal skills.

Job specifics:

This is a part time 25 hours per week at \$25 per hour with a flexible schedule that includes occasional weekend and evening hours. This position will work closely with all ADI and ANCA staff. The EWF Direct Service Coordinator is a hybrid position that requires reimbursed travel for in-person meetings and direct service within the Adirondacks and surrounding areas. ADI is open to work on the schedule design with the right candidate.

ADI/ANCA is an equal opportunity employer and welcomes candidates from diverse backgrounds. ANCA/ADI encourages applications from persons who identify as Black, Indigenous and other People of Color, non-binary as well as other underserved and underrepresented communities.

How to Apply:

Please send a cover letter, resume and a list of at least 3 professional references with phone and email contact information to: bhobson@adirondack.org. Please include "EWF Direct Service Program Coordinator" in the subject line. No phone calls please. Please submit applications by **Monday, October 18th**.