

Operations Coordinator Job Description

About the Kansas Breastfeeding Coalition:

The Kansas Breastfeeding Coalition, Inc. (KBC) is comprised of individuals from a wide variety of organizations, agencies, and private businesses all working collaboratively to promote and protect breastfeeding in order to improve the health of Kansas families.

The KBC values diversity and seeks to elevate voices from historically oppressed communities in all levels of our organization. The KBC is committed to addressing disparities in breastfeeding. The KBC actively works to identify and dismantle racism and oppression at all its levels - systemic, institutional and individual - to close the gaps in breastfeeding rates in Kansas. It is our goal to have staff who value standing in solidarity with oppressed communities to remove barriers to breastfeeding.

For more information about the KBC visit: <http://ksbreastfeeding.org/>

Our Mission:

To improve the health and wellbeing of Kansans by working collaboratively to promote, protect and support breastfeeding/human milk feeding

Our Vision:

Breastfeeding/human milk feeding is normal and supported throughout Kansas.

Our Values:

The KBC values leadership, integrity, and inclusion. The KBC upholds and applies these values when making decisions about strategies to pursue. Selected strategies address one or more of the following values:

- **Leadership:**
 - Strengthen the Kansas Breastfeeding Coalition's standing as an expert voice and clearinghouse for breastfeeding/human milk feeding information in Kansas
 - Build community support for breastfeeding/human milk feeding
- **Integrity:** Support the World Health Organization's International Code of Marketing of Breast-milk Substitutes
- **Inclusion:** Eliminate disparities in breastfeeding/human milk feeding

Position Overview:

The KBC is looking for a contractor to provide management and logistical support as the KBC Operations Coordinator. In this position, an independent contractor will assist the KBC team with projects, events, and overall operations.

Scope of Work:

The KBC Operations Coordinator's scope of work will include but is not limited to the following items below.

- Event and meeting planning and coordination
- Research and compiling information
- Drafting documents and reports
- Attending meetings
- Exhibiting at events
- Coordination of KBC programs and activities

Qualifications:

KBC-specific interest:

- Passion for the mission of the KBC
- Knowledge of work being done by the Kansas Breastfeeding Coalition and other local, tribal and/or cultural breastfeeding coalitions

Community engagement:

- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed
- Experience building trusted relationships with historically oppressed communities
- Knowledge of how bias against race, ethnicity, culture, age, abilities, gender, sexual orientation, and places where people live, impacts breastfeeding support
- Experience in community-organizing and building coalitions and/or partnerships
- Technology Knowledge (Use virtual tools, including video, for maximum engagement)

Nonprofit management:

- Action-oriented, entrepreneurial, adaptable, and capable of working independently
- Experience and knowledge of nonprofit or business management
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Strong time management, organizational skills, problem solving abilities and attention to detail
- Basic accounting experience including managing financial activities for multiple funding sources

Education Requirements:

- Bachelor's Degree preferred but not required, High school diploma or equivalent required

Physical Requirements:

- Ability to travel as required (minimal travel expected)
- Requires occasional over-night stays
- Driving for extended periods or long distances as required

Personal Technology Requirements:

- Computer with Microsoft Office Word, Excel, PowerPoint
- Internet access that is stable and reliable
- Color printer, scanner and copier

Contract Award:

- \$26,000 for the period of Feb. 1, 2023 – Dec. 31, 2023. The Operations Coordinator is an independent contractor and expected to provide an average of twenty (20) hours of work weekly. The majority of work is conducted between Monday and Friday during regular business hours, generally 8am to 5pm, to ensure availability and responsiveness to stakeholders.
- This contract position is eligible for reimbursement of travel, printing and postage as required by the KBC.
- Location – Remote; Due to the nature of this position, the Operations Coordinator must reside in Kansas

Application Process:

If you're interested in this contract, please email a cover letter outlining how your skills and experience meet the qualifications of the position and a resume to jennie@ksbreastfeeding.org by January 14, 2023.

Interviews will begin the third week of January. The contract position will remain open until filled.

Please send all materials, as well as any questions about the position or process, to Co-Executive Director Jennie Toland, jennie@ksbreastfeeding.org.

Equal Opportunity Contractor

Kansas Breastfeeding Coalition (KBC) is committed to creating a diverse environment and is proud to be an equal opportunity contractor. We celebrate our differences and understand that diversity, equity and inclusivity make our team stronger and our work better. We recognize and honor diversity in race, ethnicity, culture, age, abilities, gender, sexual orientation, and places where people live. We strongly encourage applications from people of color, immigrants, refugees, women, people with disabilities, members of the LGBTQ community and other underrepresented and historically marginalized groups. The KBC complies with all applicable Federal and Kansas State laws, regulations, and executive orders regarding nondiscrimination and affirmative action in its programs and activities. We welcome and encourage applicants from qualified individuals without regard to race, color, religion, ethnic or national origin, gender, genetic information, age, disability, sexual orientation, gender identity, gender expression, pregnancy or parental status and veteran's status.