



TITLE: Associate Director

REPORTS TO: Executive Director

Organization Background

SOMOS Mayfair was created in 1997 as a place-based, community-led initiative to fight the debilitating effects of poverty in the Mayfair neighborhood of east San Jose. The mission of SOMOS Mayfair is to *support children, organize families and connect neighbors to uplift the dreams, power and leadership of community and address systemic inequities.*

Our strategy, titled *En Nuestras Manos/In Our Hands: a community power building*, is an experiment in community development that is designed to close the achievement and opportunity gap in our community, with the goal of improving support for family literacy at home, and a strong push for accountability with our schools, by making the neighborhood residents the primary agents of change. The strategy builds a new form of power in our community; one that derives power from building alternative, grassroots systems of mutual aid between neighborhood families to foster school success and learning at home and in the community. Concurrently, SOMOS organizes parents to hold local systems (school districts, City and County) accountable to families.

Associate Director Position

SOMOS Mayfair is growing and we are in need of a motivated and adaptable individual to support our senior management team as the Associate Director. Acting as a strategist, consultant and implementer, the successful candidate will ensure streamlined activities of the organization based on the priorities of the Executive Director. The right candidate for the job will contribute to the long-term success of SOMOS Mayfair.

The Associate Director reports directly the Executive Director and is a member the Senior Management Team. With an annual budget of approximately \$2 million, SOMOS Mayfair is a mid-sized organization in which the Associate Director plays a crucial role, focused on organizational development, performance management, and public policy/strategic initiatives, ensuring that SOMOS Mayfair has the systems, policies, processes and environments in place to advance its mission.

Duties and Responsibilities

1. Organizational Development

- Supports Executive Director in ensuring all staff, Board, community Promotores and volunteers have a shared awareness, understanding, and alignment to the organization's mission, vision, goals and programmatic strategy.

- Acts as an advisor to the Executive Director and the Senior Management Team with regards to intentionally managing organizational processes and change.
- Researches, drafts and recommends internal policies, practices and protocols to support the organization's infrastructure, culture and compliance.
- Plans, develops and recommends annual processes for strategic planning and evaluation of the plan's implementation.
- Supports the development of a positive work environment grounded in inter-personal trust, cooperation and communication.
- Ensures consistent implementation of organizational rituals and practices (check-ins, reflections, peer coaching, displays of solidarity) to foster strong interpersonal relationships and a connection to the organizational culture.
- Works with key support staff to plan and implement organizational celebrations, honoring staff, Board, community Promotores and volunteers.

2. Performance Management

- Guide and manages the overall provision of Performance Management- policies, and programs for the agency, providing an employee-oriented, high performance culture that emphasizes empowerment, quality, productivity and standards, goal attainment, and the recruitment and ongoing development of a superior workforce. Tasks related to this include but are not limited to:
 - Ensure that the SOMOS Mayfair Personnel Policy Handbook is properly implemented and that annually it is reviewed and revised as needed.
 - Develop, plan and implement annual performance evaluations/professional development plans, ensuring they are all conducted in a comprehensive, consistent, meaningful and timely manner.
 - Ensure SOMOS Mayfair compliance with all local, State and Federal laws pertaining to Human Resources.
 - Ensure all staff issues are addressed properly, efficiently and judiciously and keep track of progress until resolved.

3. Public Policy/Strategic Initiatives

- Works with Executive Director and Director of Programs at the direction of community leaders (Empuje and Vecinos members) to research, assess, draft, recommend and/or sponsor/co-sponsor local (school board, City, and County) policies and State legislation that advance movement on identified community issues.
- Informs, supports, and helps to manage collective advocacy efforts in the Mayfair neighborhood, alongside key place-based partners.
- Builds and engages in traditional and nontraditional alliances, developing and supporting stronger coalitions and momentum on the organization's key policy initiatives.
- Assesses inquiries for organizational participation in policy positions, coalitions and initiatives to determine the proper course of action and delegate to the appropriate individual(s) to manage.
- Participate in key local initiatives, taskforces, etc. that advance movement on identified community issues.

4. Stakeholder Relationships & Communications

- Promote and communicate the vision, mission and programs of the agency to other agencies, organizations, and the general public.

- Increase organizational and community visibility through earned media and other strategies.
- Cultivate and maintain relationships with decision-makers at the State, County, City and school district levels to advance the community issues and concerns affecting the neighborhood and the organization.

5. Professional Development

- Keep abreast of best practices in community development, community organizing, promotor models, education and public health and share with SOMOS Mayfair Board, employees and volunteers.
- Create an annual plan to develop or strengthen essential skills critical to success of the Associate Director role.

Required Qualifications

- Demonstrated commitment to advancing social justice in immigrant, working class communities.
- Ability to support a climate that attracts, keeps, and motivates a diverse staff of top-quality people.
- A minimum of three years of progressively responsible experience at a management level position with community organizing, popular education or power building organizations.
- Passion for building grassroots, popular education-based systems in the community.
- Experience with culturally competent community organizing and/or mutual aid models.
- Experience in researching, drafting, and garnering support for local (school board, City and County) and state policies in the areas of education, community development, housing and/or immigration.
- Minimum of three years of experience in supporting a cohesive organizational culture and effective teams.
- Experience designing and implementing innovative, culture-based strategies.
- Commitment to nurturing healthy working relationships and communication.
- Excellent oral and written communication skills, including the ability to communicate with a broad and diverse audience.
- Valid California drivers' license and proof of auto insurance.
- A minimum of a Bachelor's Degree or equivalent in relevant discipline.
- Basic proficiency in oral and written Spanish.

Preferred Knowledge, Skills and Abilities

- Knowledge of the current field of hybrid agencies that seek to combine community organizing and direct services.
- Knowledge of and/or a connection to working class immigrant communities.
- Advanced degree in a field related to the functions of the position, such as public policy, public administration, education, or planning.
- Consistently high-quality analysis and judgment.
- Strong ability to manage change.
- Experience in program and organizational planning processes.
- Extensive knowledge of community resources in the neighborhood, city, and region.

- Demonstrated ability to work effectively and collaboratively with diverse groups of people and organizations.
- Fluency in oral and written Spanish.

To Apply

We encourage you to forward this announcement to others who may be interested. The position will remain open until filled. Please apply by submitting a cover letter and resume to:

Human Resources
Somos Mayfair
370-B S. King Rd.
San Jose, CA 95116

Or via e-mail at: info@somosmayfair.org

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