



TITLE: Mayfair Coordinator

REPORTS TO: Program Manager

CLASSIFICATION: Program, Non-Exempt

COMPENSATION: \$40,000-\$48,000/year plus benefits including: medical, dental, vision, life insurance, paid holidays, sick time, 401K plan

Job Summary:

The Mayfair Coordinator develops strong leadership in the predominantly immigrant Mayfair community amongst neighborhood residents; facilitates solution-based discussions around multi-generational challenges, neighborhood issues, and supports the development of community strategies to support a thriving and vibrant Mayfair. The Mayfair Coordinator reports directly to Somos Mayfair's Program Manager and works alongside a team of six that collectively develop strategies for authentic parent decision making in local and state wide education. Unless otherwise directed by the Program Manager, the Coordinator will be responsible for developing, implementing, and executing a strong neighborhood engagement strategy (*Vecinos Activos*) and provide facilitation in home meetings that analyze root causes for issues in Mayfair which result in advancing the *Community Organizing Platform*. Specifically, the coordinator will prioritize recruiting youth and adult neighborhood leaders, providing training and skill building around community organizing, leadership, popular education efforts, and campaign goals development in order to take strategic immediate action with community members. The Coordinator will work with the Program Manager to support organizing strategies that result in neighborhood decision making power, increased literacy in our community as well as student and school success across our traditional public schools.

Organization Background:

Somos Mayfair was created in 1997 to address the chronic crises that resulted from the high rates of poverty in the Mayfair neighborhood of East San Jose. As Somos has effectively and comprehensively responded to community needs we have honed our focus on building the power of our community to proactively address two long-term community priorities - fostering early school success and community self-determination. *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.*

Duties and Responsibilities (approximate % of time & priority):

Leadership development and engagement of community leaders (60%)

1. Move neighbors in from a place of isolation to connection to build a strong sense of community in order to strategically move SOMOS Community Organizing Platform that includes *Access and Utilization of Public space, Public Art/Beautification efforts, Affordable Housing, Abandonment & Dangerous Infrastructure, and educational justice efforts.*
2. Support Somos Mayfair in leadership development curriculum for neighbors; in depth one-on-ones and provide leadership development feedback for neighborhood leaders.
3. Support ongoing dialogue in community via house meetings to deconstruct multi-generational issues in Mayfair and increase agency and urgency for change in community;
4. Meet individually and in groups to provide constructive feedback, as well as to assist with conflict resolution and problem solving as needed;
5. Coordinate work with all Mayfair coordinators to align organizing strategies, platform, outreach, and strategic direction across all community leaders and schools;
6. Work with Program Manager to develop messages and analysis of Community Power and Early School Success.
7. Participate in SOMOS actions, mobilization, and events as needed.

External Relationships & Regional Advocacy (20%)

1. Establish productive working relationships and collaborative arrangements with local community groups, coalitions, organizations and agencies to ensure and promote the long-term organizational mission and goals;
2. Represent Somos Mayfair at meetings with external stakeholders and allies;
3. Conduct critical community and stakeholder analysis to uphold and reconcile different interests impacted by ongoing organizing activities, tactics, and goals.

Impact Evaluation (15%)

1. Participate in conducting Somos Mayfair's annual survey to measure neighborhood wide impacts;
2. Ensure program evaluation tools are correctly utilized to measure impact with group participants;
3. Conduct strategic evaluation of program area with support from Program Manager biannually;
4. Conduct strategic planning with leaders in program area as well as collectively in team to ensure program effectiveness, deep and sustainable impact and continuous growth
5. Performing database entry and writing timely, regular reports.

Professional Development (5%)

1. Create an annual professional development plan to develop or strengthen essential skills and seek opportunities for greater and on-going learning, including community organizing models and the practice of popular education pedagogy;
2. Participate in agency wide decision-making arenas as appropriate and in regular internal political education as needed;
3. Contribute to the development of organizational world-view and implementation of strategic plan.

Required Qualifications:

1. Deep passion and commitment to advancing social justice in immigrant, working class communities;
2. Able to interact well with young children, youth, and adults;
3. Experience in public presentations and group facilitation;
4. Excellent oral and written communication skills and ability to communicate with a broad audience;
5. Experience in applying popular education methodology;
6. Experience in community organizing, community leadership development or peer-to-peer service delivery models (ie. Promotor) in working poor, immigrant communities;
7. Bilingual/biliterate Spanish-English (preferred);
8. Valid California drivers license and proof of auto insurance required;
9. Computer proficient in MS Word, Excel, Internet and e-mail;
10. Able to work flexible hours, including some nights and weekends;
11. Fingerprint and background check required.

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 South King Rd.
San Jose, CA 95116

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

Somos Mayfair is an Equal Opportunity Employer (EOE). Applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, gender identity and gender expression, disability or veteran status.

For more info contact us at (408) 251-6900 or learn about us at: www.somosmayfair.org