



**TITLE:** Mayfair Coordinator

**REPORTS TO:** Family Resource Center Program Manager

### **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, organizes families and connects 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 the local systems (school, City and County) accountable to families.

### **Mayfair Coordinators Position**

The Mayfair Coordinator develops strong leadership in the predominantly immigrant Mayfair community amongst neighborhood residents and school parents; facilitates parenting workshops that focus on child development to increase kinder readiness and early learning; conducts comprehensive assessments to ensure that children receive the necessary services and resources to poise them to be successful in school and in life; and supports concrete solutions generated by the residents themselves in Mayfair.

The Mayfair Coordinator reports directly to Somos Mayfair's Family Resource Center (FRC) Manager and works alongside a team of seven to work with families in understanding and supporting early childhood development and community-led solutions to address inequities in the neighborhood. The Coordinator will be charged with the recruitment of parent leaders to conduct parenting workshops across the Mayfair neighborhood at different locations that support parent engagement, school success and early interventions for children alongside key partners in our Family Resource Center. The Coordinator will work with the FRC Manager to increase the capacity for our FIRST 5 Santa Clara County scope of work while also continuing to align our early learning and literacy work with our community building strategy. The Coordinator will continue to build alliances and partnerships locally to increase access to opportunities, resources and programs.

## **Duties and Responsibilities**

1. Program Management, Reporting & Evaluation
  - Promote Somos Mayfair's leadership development curriculum for parents at schools in the Alum Rock Union School District enrollment zone via parenting workshops that focus on parent engagement and child development.
  - Develop strong programming and timelines that include curriculum development, evaluation, outreach, early learning support and assessments.
  - Develop strategies to conduct child assessments and continued family engagement.
  - Coordinate work with all Mayfair coordinators to align literacy, parent engagement and organizing strategies, Equity Platform, outreach, and strategic direction across all community leaders and schools.
  - Work with Program Manager to develop messages and analysis of Community Power and Early School Success.
  - Participate in conducting Somos Mayfair's annual survey to measure neighborhood wide impacts.
  - Ensure program evaluation tools are correctly utilized to measure impact with group participants.
  - Conduct strategic evaluation of program area with support Program Manager biannually.
  - 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.
  
2. External Relationships & Regional Advocacy
  - Establish productive working relationships and collaborative arrangements with community groups, organizations, local school and school district and agencies to ensure and promote the long-term organizational mission and goals.
  - Represent Somos Mayfair at meetings with external stakeholders and allies.
  - Participate in regional and statewide efforts to advance the efforts of Promotores, and community organizers working in neighborhoods like Mayfair.
  - Conduct critical community and stakeholder analysis to uphold and reconcile different interests impacted by ongoing organizing activities, tactics, and goals.
  
3. Professional Development
  - Keep abreast of best practices in community development, community organizing, promotor models, education and public health and share with SOMOS Mayfair employees and volunteers.
  - Create an annual plan to develop or strengthen essential skills critical to the Mayfair Coordinator success.

## **Required Qualifications**

- Deep passion and commitment to advancing social justice in immigrant, working class communities, and multi-generational.
- A minimum of five years of progressively responsible experience at a management level position with community organizing, popular education or power building organizations.
- Passion for building grass roots, popular education-based, alternative education systems in the community.
- Desire and commitment to developing new, innovative strategies, while implementing and executing quality work.

- Experience with culturally competent community organizing and/or mutual aid models.
- Experience with peer-to-peer service delivery models (i.e. Promotor).
- Experience developing and supervising unified and effective teams for a minimum of five years.
- Experience designing and implementing innovative, culture-based strategies.
- Experience in strategic program development and management.
- Experience in outcomes-based planning and evaluation and strategic impact.
- Commitment to nurturing healthy working relationships and communication.
- Excellent oral and written communication skills, including the ability to communicate with a broad audience.
- Bilingual/bi-literate Spanish-English required.
- A minimum of a Bachelor's Degree or equivalent in any discipline.
- Valid California driver's license and proof of auto insurance required.
- Computer proficient in MS Word, Excel, Internet and e-mail.

### **Preferred Knowledge, Skills and Abilities**

- Knowledge of the current field of hybrid agencies that seek to combine community organizing, mutual aid and direct services.
- Prior experience with popular education methodologies.
- Consistently high-quality analysis, decision-making and judgment.
- Experience in strategic program and organizational planning processes.
- Experience building sustainable program infrastructures.
- Experience in effective public presentations and group facilitation.
- Extensive knowledge of community resources.
- Demonstrated ability to work effectively and collaboratively with diverse groups and organizations.
- Experience in neighborhood wide collective impact model a plus!

### **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](mailto:info@somosmayfair.org)

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