

TITLE: Program Coordinator I - SOMOS Fuertes Network
REPORTS TO: Leadership Development Manager
CLASSIFICATION: Program, Non-Exempt
COMPENSATION: Salary Range \$42,000-\$48,000/year plus benefits including: medical, dental, vision, life insurance, paid holidays, sick time, 401K plan

Job Summary:

This Mayfair Coordinator position provides leadership and support for implementation of the SOMOS Fuertes Promotor@s Network, as part of the overall Leadership Development program of SOMOS Mayfair. This staff member plays a key role in development of a vibrant network of well-trained, highly-skilled peer educators/community workers across South Bay **that increases access to economic opportunity** for the community members, and serves as a bridge between institutions and local people **supporting the transformation of communities** in which they work. The successful candidate for this position will be someone with attributes often found of those working in a 'startup' environment: flexibility, comfort with ambiguity, creativity and initiative.

SOMOS Fuertes has two components:

- *Placement of Promotor@s.* well-trained and highly-skilled workers, placed in organizations to carry out short-term projects. Work is done on community outreach, surveying and group facilitation, advocacy training, translation/interpretation, on-site childcare, etc.
- *Coaching and Consulting Services.* Coaching services provided by SOMOS Mayfair staff, in collaboration with SOMOS Fuertes certified personnel, to organizations ready to integrate the Promotor Model into their program structure, who then have access to our expertise and training curricula for their staff and volunteers.

This staff position reports directly to the Leadership Development Manager and works alongside a team of program coordinators creating a pipeline of neighborhood and community leaders that could eventually work as part of the SOMOS Fuertes Network. The SOMOS Fuertes Program coordinator may be called upon to assist the Leadership Development Manager in program development and marketing and promotion of SOMOS Fuertes business contracts, conducting client readiness assessments and initial coaching/consulting with clients.

Organization Background:

Since 1997, SOMOS Mayfair has addressed 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, SOMOS has honed its 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 cultivate the dreams and the power of the people of Mayfair through cultural activism, social services, and community organizing. We are generations of immigrants, rooted in a vibrant community who nurture health families and successful students, and who speak out for justice in Silicon Valley.*

Duties and Responsibilities (approximate % of time):

Training and Leadership development (80%)

1. Provide specialized 'fast track' training using the Universidad Popular de Mayfair curriculum for Network promotor@s, and those in process of attaining certification in areas of outreach, facilitation and other training needs consistent with our community organizing framework;
2. Meet with Network promotor@s, and those in training, to provide constructive feedback and observation, as well as to assist with conflict resolution and problem solving as needed;
3. Support Network efforts to match specific promotor@s with needs of external clients;
4. Collaborate with staff to facilitate SOMOS Fuertes promotor@s placement in SOMOS Mayfair internal programs;
5. Develop plan and implement expansion of SOMOS Fuertes talent pool;
6. Provide coordination of SOMOS Fuertes certification process with specific criteria, alongside coordinators/clients to learn about professional development needs, and support any workplace issues that may arise in placements;
7. Engage in an advisory capacity with the independent, but aligned, worker cooperative on its projects, dynamics, sustainability, etc.

Impact Evaluation (10%)

1. Participate in SOMOS Mayfair's evaluation plan to measure neighborhood wide impacts;
2. Conduct reflection and evaluation of the leadership development model to increase effectiveness and responsiveness to community needs;
3. Ensure program evaluation tools are utilized to measure impact with group participants;
4. Conduct strategic evaluation of program area with support from Program Manager.

Professional Development (10%)

1. Support the lead LD Program Coordinator in creation professional development plans 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 and popular education as needed;
3. Contribute to implementation of SOMOS Mayfair's strategic plan in aspects where relevant.

Qualifications:

1. Demonstrated passion and commitment to advancing social justice in immigrant, working-class communities;
2. Experience in developing capacity-building tools, leadership-development, and/or community development plans and activities;
3. Experience work on innovative workforce development programs;
4. Experience in public presentations and group facilitation;
5. Excellent oral and written communication skills, ability to communicate with a broad audience;
6. Experience in applying popular education methodology;
7. Experience in community organizing, community leadership development or peer-to-peer

- service delivery models (i.e. promotor) in working poor, immigrant communities;
8. Bilingual/Bi-literate Spanish-English required;
 9. Valid California driver license and proof of auto insurance required;
 10. Computer proficient in MS Word, Excel, Internet and e-mail;
 11. Able to work flexible hours, including some nights and weekends;
 12. 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. Put 'SOMOS Fuertes LD PC' in subject line.

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

