POSITION: PROGRAM COORDINATOR  
(BILINGUAL/BILITERATE REQUIRED)

PROGRAM: LIVE OAK COMMUNITY RESOURCES  
A PROGRAM OF COMMUNITY BRIDGES

Community Bridges envisions a thriving community where every person has the opportunity to unleash their full potential. Our family of ten programs delivers essential services, provides equitable access to resources, and advocates for health and dignity across every stage of life.

POSITION DESCRIPTION: Under general supervision by the Program Manager, the Program Coordinator provides a combination of direct program services and community partner collaboration for projects based out of Live Oak Community Resources. The incumbent will execute projects as designed by engaging community partners, utilizing program staff and facilities, conducting outreach, providing direct client services and support for participating children and families, manage event calendars and logistics, and conduct community outreach. The Program Coordinator will work with parents/caregivers, stakeholders, and professional staff from schools and community-based organizations to support building capacity. Program objectives include: Transforming family engagement from participation-based to partnership-based and from deficit-oriented to strengths-oriented

The Program Coordinator is a grant-funded position that will support operate through June 2020 with the possibility of continuation. The Program Coordinator is a 20-hour-per week position with regular evening and occasional weekend hours depending on program activities and events.
DUTIES AND RESPONSIBILITIES:

1. Implement and coordinate activities and programs such as the Emerald Bay Project (United Way-LOCR), Digital Literacy (CPUC-LOCR), Youth Futsal/Soccer Program (LOCR-C2C) and/or other activities for LOCR participants.
2. Attend all partner meetings and report back to supervisors, staff, and volunteers.
3. Cultivate relationships with appropriate community leaders, organizations, schools, businesses, and other stakeholders.
4. Maintain LOCR’s role in current collaborative initiatives and depend working relationships with schools, families, and community representatives.
5. Maintain effective communications with all partners and program contacts at all program sites.
6. Supervises off-site programming.
7. Work with AmeriCorp to recruit volunteers for LOCR activities and programs.
8. Collect, organize, and record data about programs and activities; enters data into a centralized system, and complies with the reporting requirements of all funders. This includes pre/post evaluations or surveys.
9. Completes all training requirements, including maintaining any accreditation, as required by Community Bridges and its funders; engages in ongoing training and development to ensure effective programming.
10. Performs outreach to raise program visibility in the community—represents the program at events, meetings with partners, networks, distributes informational material, and maintains contact with other relevant organizations.
11. Designs and develops branded fliers, brochures and handouts about the programs and activities being implemented or coordinated.
12. Actively strives to achieve program participation goals through effective community outreach.
13. Coordinate, develop, design, and implement programs and educational & recreational activities for participants and participants with young children, and in collaboration with partners.
14. Orient program interns and volunteers.
15. May transport clients as needed.
16. May be required to work at other Family Resource Collective or partner sites as needed.
17. Serves as a State Mandated Reporter for vulnerable populations.
18. Communicates and works effectively and respectfully with people from different racial, ethnic and cultural groups and from different backgrounds and lifestyles; demonstrates a knowledge of and sensitivity to their needs. Will work with specialized populations that may include the homeless, foster families, youth on probation, and others.
19. In accordance with the Community Bridges Customer Service Plan, provides excellent customer service to clients, colleagues, and the public.
Job descriptions are intended to be illustrative only; they are not designed to be restrictive or to define each and every assigned duty and responsibility. In an organization of this nature, each employee is expected to perform such duties as necessary to fulfill the stated goals of the agency.

**MINIMUM QUALIFICATIONS:**

**Knowledge of:**
- social service programs, community agencies, and other community resources;
- program development and implementation.
- standard office practices and procedures, including filing, record keeping and gathering of detailed information;
- effective outreach and marketing principles and practices.
- principles of child development, family communication skills, and family support

**Ability to:**
- work collaboratively in a challenging environment;
- think critically;
- manage competing priorities;
- work independently and in a team;
- maintain organized, accurate information and records;
- communicate effectively with diverse populations;
- build effective working relationships within a multi-disciplinary team;
- write clearly and concisely;
- use a computer, including word processing, email, spreadsheets, and data management programs, as well as other ancillary office equipment;
- recognize confidential information and maintain it appropriately.

**OTHER REQUIREMENTS:**
- An AA/AS degree or higher in Psychology, Sociology, Community Studies or a related field required; BA/BS preferred.
- At least 4 years of experience in the human service or a related field preferred.
- Must be able to work at a computer for full workdays; some routine lifting and reaching required;
- Must be able to lift up to 25 lbs;
- Must have a valid CA Driver’s License, have access to drive a motor vehicle incidental to the performance of the work, and be insured;
- Must pass a criminal background check and maintain a clean record;
- Bilingual/Biliterate/Bicultural English/Spanish required.

We screen all applicants, require background checks on final candidates consistent with funding regulation requirements and are a Drug-Free Work Place.
UNION:
The Program Coordinator position is represented by the SEIU bargaining unit.

RATE OF PAY AND HOURS:
- This is a part-time, non-exempt, 32 hr/wk (hours vary) position.
- The agency rate of pay range for this position is $15.75-$21.58/ hour. The position will be offered at $20.25-$21.58 /hour, depending on education and experience (plus a .40/.10 per hour bilingual/biliterate differential after passing a test administered by the HR department).
- Hours are most commonly Monday-Friday, between 9AM-5PM. However, will include nights and weekends as required and needed.
- Regular on-site attendance is required.

BENEFITS:
- For employee: shared cost medical, dental, vision, life insurance and Employee Assistance Program. This benefit package is valued at $9,963/year.
- First year: 16 vacation days and 10 holidays, with accrual based on 32 hrs./wk.
- Sick leave: Eight hours/month, with accrual based on 32 hrs./wk.
- May be eligible to earn up to 4 Wellness Floaters per year after satisfying all eligibility requirements.
- 401(k) Retirement Plan: Agency matches employee contribution up to 2% of annual salary upon completion of six month employment, effective during open enrollment period.
- Employee Assistance Program (EAP)
- Dependent Care Reimbursement Program.
- Paid lunch if applicable.

TO APPLY:
- Please submit your Community Bridges application by email (hr@cbridges.org), fax (831-688-8302), or in person. If you have any questions, please call 831-688-8840, Ext. 200.
- Resumes can be submitted but will not be accepted in lieu of an employment application.
- The application may be downloaded at: https://communitybridges.org/employment/
- If applicable, please submit any college transcripts, licenses, and/or certificates as an attachment to your application.
COMMUNITY BRIDGES IS AN EQUAL OPPORTUNITY EMPLOYER. Applicants shall not be discriminated against because of age, ancestry, color, religious creed, denial of Family and Medical Care Leave, disability (mental and physical), marital, familial or parental status, medical condition, genetic information, military and Veteran status, national origin (including language use restrictions), race, sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), gender, gender identity, and gender expression, political affiliation or sexual orientation.