



TITLE: Program Assistant, Futuro

REPORTS TO: Program Director, Futuro

LOCATION: Monterey Bay Region (Hybrid)

CLASSIFICATION: Full-Time, 30 – 40 hours per week

PAY: \$55,000-\$67,000 based on experience

BENEFITS: Health/Vision/Dental insurance, 401(k)

This position is open until filled

Please send resume and cover letter to: info@sccvonline.org

About Ventures

We're working to create the world we want in partnership with rural Latino working-class families in California's Central Coast to ensure a shared and equitable economic future for all.

Our transformational programs make certain that individuals understand and use their economic and political power. From building their savings to advocating for a living wage, our approach builds community and connects financial stability, wealth building, and self-determination.

Our work creates dignity by recognizing, acknowledging, and valuing our community members' leadership in making change happen. Together, we are working towards a shared and prosperous economic future where zip code, race, gender, or immigration status do not dictate income or wealth.

We believe that:

- Money, and how it is earned, used, and implemented to build wealth and financial systems, is a key component to building wellbeing and a vibrant society.
- We must be intentional and explicit in our work towards racial and gender equity, as social systemic oppressions, including those based on race and gender, are replicated and augmented through the current economic system and related policies.
- Local economies and equitable distribution of income and wealth provide the greatest return and align best in creating wellbeing.
- Money and financing are not well understood and there is a level of mystification around the topic that prevents engagement.

We work in ways that:

- are family centered and culturally appropriate;
- remove system level barriers to economic equity;
- provide leadership development and financial education for children and youth;
- develop new financial and asset building vehicles; and
- lift and leverage the great work already being done.



Job Description

This job description is intended to describe the general nature of the work performed by employees in this job. It is not an exhaustive list of all the job's responsibilities. At Ventures, all jobs include broad responsibilities for continually improving the processes we use.

Under the direction of the Futuro Program Director, the Program Assistant supports Ventures' work to build a compassionate and equitable local economy that contributes to the region's well-being.

A key member of a values driven and team-focused approach, the Program Assistant coordination, event planning, and administrative support will have a special focus on:

- **Futuro** – A program focused on developing a worker-cooperatives ecosystem in the Central Coast, including worker-owned service cooperatives, with a focus on immigrant entrepreneurs. This includes cooperative education, business technical assistance, market research, and administrative support.

Ventures staff must be able to work independently, under minimum supervision, and act on their own initiative. The ability to communicate, coordinate effectively, and support program activity will be critical. Prior experience preferred but not required. Evening and weekend hours are expected. This is a full-time position.

Regular Duties

- Assists in the implementation of program goals, objectives, priorities, and policies.
- Perform administrative tasks as assigned, such as taking minutes, filing, responding to email and phone requests, conducting program or project related outreach, preparing materials, and utilizing a variety of software applications (e.g Microsoft Excel, Word, Outlook, database software).
- Coordinates and works with other departments, outside agencies and partners with respect to activities affecting their operation.
- Compiles data and assists in preparation of reports, documents, correspondence and summaries for management, outside agencies, other departments, and other agencies as required.
- Gathers data for reports and performs data entry on a variety of computer databases.
- Field phone calls and emails from the community regarding programs
- Represents the department in a variety of meetings pertaining to assigned programs, activities, or projects.
- Other reasonable duties as assigned.



Physical Demands and Work Environment

The Program Assistant is frequently required to drive, walk, and climb stairs. They must occasionally lift and/or move up to 20 pounds. They must have the ability to drive a personal vehicle, as needed. The work environment is primarily within an indoor office environment or comparable space (remote work from home, for example), with occasional exposure to outdoor weather when traveling to program sites.

Qualifications

- Believes in Ventures' Vision, Mission, and approach to work. Embodies Ventures' Values
- Knowledge of equity frameworks, specifically racial and gender equity preferred
- Bilingual (English/Spanish) required; bi-literate and bi-cultural strongly preferred
- Must be sensitive to cultural diversity and the needs of working class families
- Strong planning, administrative, and organizational skills.
- Detail-oriented with excellent written and verbal communication skills.
- Strong computer skills including proficiency in Microsoft Office (Outlook, Excel, and PowerPoint) as well as other data management systems and reporting tools.
- Ability to take initiative and proactively manage multiple and sometimes competing tasks and projects while satisfactorily meeting deadlines and desired outcomes.
- Solution-focused: able to analyze administrative, financial, and technical problems and recommend effective solutions.
- Ability to thrive in a fast-paced environment.
- Valid California Driver's License.