



TITLE: Program Coordinator

REPORTS TO: Maria Cadenas, Executive Director

LOCATION: Remote, San Benito County

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

PAY: \$25-\$30/hour, based on experience

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

About SCCV

Since 1989, SCCV has been on a mission to build a compassionate and equitable local economy that contributes to the communities' wellbeing. SCCV partners with rural Latino working-class families in California's Central Coast to implement transformational programs that activate and strengthen their economic and political power. 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 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 up and leverage the great work already being done

Our geographic reach encompasses Santa Cruz, Monterey, and San Benito counties, with the intent to expand to San Luis Obispo County in the next five years. SCCV is Latina and immigrant led organization that centers racial and gender equity.

Job Description

The Program Coordinator is a key member of a fast-paced and team-focused office environment. SCCV programs include:

- **Alas** – A six-month financial stability program to help immigrant working-class families build community, self-determination, and financial wellbeing.
- **Familias con Más** – provide financial capability education and outreach to help families gain financial skills, stability, and civic engagement.
- **Futuro (New)** - aims to create an income and wealth building vehicle for rural, low-income Latino, immigrant workers. The project will promote democratic business organizational structures, including the use of cooperatives, to accelerate income generation, provide access to markets, and support equitable business development.
- **Santa Cruz SEEDS/Semillitas** – provides a children's savings account to all Santa Cruz County newborns and pairs this with parent education and outreach.



- **UndocuFund Monterey Bay** – provide emergency cash relief to undocumented workers impacted by COVID and fires.

The Program Coordinator will work with the Executive Director to advance and promote SCCV's Alas and Familias con Más work to build a compassionate and equitable local economy that contributes to the region's well-being. Key responsibilities include the planning, coordination, implementation, evaluation, and support to further develop and sustain SCCV's Alas and Familias con Más. Other duties as assigned.

Prior experience preferred but not required. Evening and weekend hours are expected. This is a full-time position. 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 SCCV, all of our jobs include broad responsibilities for continually improving the processes we use.

Regular Duties

- Implement, evaluate, and market SCCV's Alas and Familias con Más programs.
- Coordinate content development, management, design, and distribution of communication efforts, including social media, videos, and photographs
- Collect and analyze data, prepare scheduled and special reports, maintains program/project records and statistical information
- May supervise and train volunteers and/or interns, as appropriate.
- Field phone calls and emails from the community regarding programs and volunteer opportunities
- Other reasonable duties as assigned by the Executive Director

Physical Demands and Work Environment

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

Qualifications

- Bilingual (English/Spanish) required; bi-literate and bi-cultural strongly preferred
- Experience in Financial Capability and Asset Building strongly preferred
- Proven skills and experience in providing assistance to community members and community-based organizations highly desired
- Detail-oriented with excellent written and verbal communication skills
- Ability to build strong working relationships with diverse community leaders, institutional partners, peers and colleagues – including top management
- Experience in community engagement and outreach

- Experience in marketing, media, and communications, including social media
- Strong planning, administrative, and organizational skills
- Ability thrive in a fast-paced environment
- Ability to work independently and within a team structure, take initiative and solve problems
- Strong facilitation and training skills – including effective presentation style
- A sense of humor, strong interpersonal skills and flexible working style
- High level of professionalism and business acumen
- Strong computer skills including proficiency in Microsoft Office (Outlook, Excel, and PowerPoint) as well as other data management systems and reporting tools
- Valid California driver's license
- Must be sensitive to cultural diversity and the needs of low to moderate income families