

# VENTURES

**TITLE:** Program Coordinator

**REPORTS TO:** Claudia Manrique, Program Manager

**LOCATION:** Hybrid, Santa Cruz County

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

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

**Preferences given to applicants who submit materials by September 1, 2022, however this position is open until filled**

Please send resume and cover letter to: [info@sccvonline.org](mailto:info@sccvonline.org)

## About Ventures

Established in 1989, Ventures partners 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 up and leverage the great work already being done

Our geographic reach encompasses Monterey, San Benito, and Santa Cruz Counties. Ventures is a Latina immigrant led organization.

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## 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 Familias con Más Program Manager, with additional work direction from the Executive Director, the Program Coordinator advances and promotes Ventures' Alas and Familias con Más program's 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 Coordinator's planning, coordination, implementation, evaluation, and support will have a special focus on:

- **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.

Prior experience preferred but not required. Evening and weekend hours are expected. This is a full-time position.

## Regular Duties

- Coordinate content development, implementation and evaluation Ventures' Alas and Familias con Más programs.
- Collaborate with Ventures' Community Engagement and Education Coordinator in the design, marketing, and distribution of communication efforts, including social media post of relevant videos, and photographs
- Collect and analyze data, prepare scheduled and special reports, maintain program/project records and statistical information
- Field phone calls and emails from the community regarding programs and volunteer opportunities
- May lead, guide and train volunteers and/or interns, as appropriate.
- Other reasonable duties as assigned.

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## **Physical Demands and Work Environment**

The Program Coordinator 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**

- Bilingual (English/Spanish) required; bi-literate and bi-cultural strongly preferred
- Experience in Financial Capability and Asset Building strongly preferred
- Strong computer skills including proficiency in Microsoft Office (Outlook, Excel, and PowerPoint) as well as other data management systems and reporting tools
- Proven skills and experience in providing assistance to community members and community-based organizations highly desired
- Experience in community engagement and outreach
- Experience in marketing, media, and communications, including social media
- Strong planning, administrative, and organizational skills
- Detail-oriented with excellent written and verbal communication skills
- Strong facilitation and training skills – including effective presentation style
- Ability to build strong working relationships with diverse community leaders, institutional partners, peers and colleagues – including top management
- Ability thrive in a fast-paced environment
- Ability to work independently and within a team structure, take initiative and solve problems
- A sense of humor, strong interpersonal skills and flexible working style
- High level of professionalism and business acumen
- Valid California driver's license
- Must be sensitive to cultural diversity and the needs of low to moderate income families