



**TITLE:** Cooperative Manager, Futuro

**REPORTS TO:** Program Director, Futuro

**LOCATION:** Monterey Bay Region (hybrid)

**CLASSIFICATION:** Full Time, 40 hours per week

**PAY:** \$73k-\$86k annual salary, based on experience

**BENEFITS:** Health/Vision/Dental insurance, 401(k), Accidental D&D policy

**Please send a resume and cover letter to:** [info@sccvonline.org](mailto:info@sccvonline.org). Applications will be reviewed on a rolling basis.

### **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.

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

### **About Futuro**

The Futuro Cooperative will be owned and managed by representatives of other worker-owned co-ops, with a focus on Promotora and Homecare services. As part of this program, Ventures will build an ecosystem, including market access, community education, business service provider outreach, policy around procurement and worker pathways, co-op development, capital access, and start-up funds.

### **About the Role**

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 Cooperative Manager advances and promotes 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 Cooperative Manager will oversee the operations and management of Futuro cooperatives, as well as member support of the cooperatives. All 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 activities will be critical.

Prior experience with and about worker-owned cooperatives preferred, but not required. Evening and weekend hours are expected. This is a full-time, exempt position.



## Regular Duties

- Support worker-owners by providing business management to Futuro-managed cooperatives and coaching to worker-owners to develop their administrative skills.
- Serve as Futuro-managed cooperatives' back-office support by maintaining cooperative member and client records, answering customer calls and emails and matching cooperative members with contracts within allotted time.
- Onboard and orient Futuro-managed cooperative members
  - preparing and scheduling member meetings,
  - maintaining an electronic and hard copy filing system
  - assisting with meeting facilitation
  - preparing meeting agendas and supplemental materials
- Develop systems, guides, trainings, and tools for Futuro-managed cooperatives' worker-owners, including general operational support to cooperatives, but not limited to:
  - checking mail and reviewing bank statements
  - setting up and managing systems for scheduling, email listserv, etc.
  - obtaining customer feedback and communicating this to members
  - conducting customer evaluations
  - coaching members about rights, responsibilities, and financial matters
  - raising performance issues with members as needed
- Engage with Futuro business services providers such as cooperative developers, accountants, bookkeepers, lawyers, and other needed services.
- Collaborate with Ventures' Futuro Program Director in the design, marketing, and distribution of communication and community engagement efforts, including events, social media, and promotional activities.
- Work in a sales capacity, converting client inquiries into contracts.
- Plan, develop, and attend community events, meetings and trainings.
- Provide supervision to Program Coordinators on the implementation of administrative tasks and delegated duties related to Futuro-managed cooperatives.
- May lead, guide and train volunteers and/or interns, as appropriate.
- Other reasonable duties assigned.

## Physical Demands and Work Environment

The Cooperative Manager 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 reliably travel to



local job sites and meetings, 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 required
- At least 2 years in business management/operations experience required
- Experience in bookkeeping and accounting strongly preferred
- Strong computer skills, including proficiency in Microsoft Office (Outlook, Excel, Teams, and PowerPoint) as well as other data management systems and reporting tools strongly preferred
- Proven skills and experience in providing assistance to community members and community-based organizations highly desired
- Ability to take initiative and proactively manage multiple and sometimes competing tasks and projects while satisfactorily meeting deadlines and desired outcomes
- Detail-oriented with excellent written and verbal communication skills.
- Solution-focused: able to analyze administrative, financial, and technical problems and recommend effective solutions.
- Thrives in a nimble, mission-driven environment with evolving priorities
- Experience in marketing, media, and communications, including social media
- Must be sensitive to cultural diversity and the needs of low to moderate income families
- Ability to travel to local job sites as needed for in-person meetings or project support.