



TITLE: Member Coordinator, Futuro

REPORTS TO: Program Director, Futuro

LOCATION: Monterey Bay Region (hybrid)

CLASSIFICATION: Full Time, 40 hours per week

PAY: \$30-\$38 per hour, 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. 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 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 Member Coordinator 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 Member Coordinator will work closely with the Co-op manager, implementing administrative and operations duties, and supporting co-op members. 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

- Provide general operational support to cooperatives, including but not limited to:
 - checking mail and reviewing bank statements,
 - obtaining customer feedback and communicating this to members,
 - setting up and managing systems for scheduling, email listserv, etc.,
 - coaching members about rights, responsibilities, and financial matters,
 - conducting customer evaluations,
 - raising performance issues with members,
 - communicating with cooperative developers and associations as needed, and
 - keeping in close communication with the Bookkeeper.
- Serve as the back-office support by maintaining cooperative member and client records, answering customer calls and emails, and matching cooperative members with contracts within the allotted time.
- Collaborate with Ventures' Futuro Program Director and Managers in the distribution of communication and community engagement efforts, including events, social media, and promotional activities.



- Engage community members, nonprofit partners, and others, on Ventures' programs, impact, and overall work.
- Help with the onboarding and orientation process for cooperative members, prepare and schedule member meetings, maintain an electronic and hard copy filing system, assist with meeting facilitation, prepare meeting agendas, and supplemental materials.
- Provide cooperative education through presentations, events, meetings, or other necessary communications with the priority community and other stakeholders.
- May lead, guide and train volunteers and/or interns, as appropriate.
- Other duties as assigned.

Physical Demands and Work Environment

The Member 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 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 strongly preferred
- Experience in Financial Capability and Asset Building strongly preferred
- Strong computer skills, including proficiency in Microsoft Office (Teams, 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 are highly desired.
- Cooperative experience strongly preferred
- Experience in community outreach and organizing.
- 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
- Ability to travel to local job sites as needed for in-person meetings or project support.
- Experience in marketing and/or business highly desired.
- Must be sensitive to cultural diversity and the needs of low to moderate-income families