



**On The Move partners with communities and mobilizes emerging leaders to take action in pursuit of social equity.**

<b>Job Title:</b>	Community Building Coordinator	<b>Position Family:</b>	Program
<b>Position:</b>	Program Coordinator	<b>Career Level:</b>	Coordinator
<b>Initiative/Division:</b>	La Plaza	<b>WC Code/EEO:</b>	8810/ 5
<b>Location:</b>	850 West 9 <sup>th</sup> Street, Santa Rosa, CA	<b>Travel Required:</b>	Yes
<b>Level/Salary Range:</b>	\$23-\$25 per hour	<b>Position Type:</b>	Full Time/ Non-Exempt
<b>HR Contact:</b>		<b>Date Posted:</b>	
<b>About On The Move</b>	On The Move has created and implemented innovative programming that challenges communities and local leaders to push beyond mediocrity and into excellence. Supported by a track record of results-oriented programming and in partnership with the hundreds of established community partners, On The Move works to unite communities and focus on the safety and inclusion of all people. If this inspires you – join the team!		
<b>Benefits:</b>	<p><b>PTO:</b> Year 1: 5 hours, Year 2-3: 6.67 hours, and Year 3+: 10 hours per pay period. Please refer to the OTM Employee Handbook for full PTO policy.</p> <p><b>16 Paid Holidays:</b> Please refer to the OTM 2023-24 Calendar for a schedule of holidays.</p> <p><b>Business Expenses:</b> Pre-approved, work-related travel, and \$60 monthly cell phone reimbursements.</p> <p><b>Health Benefits:</b> Full-time employees are eligible to receive health insurance through Kaiser and a pre-tax Flexible Spending Account (FSA/Childcare).</p> <p><b>Retirement:</b> Employee contributions to a 403b plan are optional. The agency matches up to \$1,000 after 1<sup>st</sup> year of employment.</p>		
<b>Applications Accepted By:</b>			
<b>FAX OR EMAIL:</b> 707/251-9509 or otmhr@onthemovebayarea.org Subject Line: Open Position		<b>MAIL:</b> On The Move Attn: Human Resources 780 Lincoln Avenue, Napa CA 94558-5110	
<b>Job Description</b>			
<b>ROLE AND RESPONSIBILITIES</b>			
<p>The Community Building Coordinator (CBC) plays a pivotal role in advancing racial, economic, and social justice within immigrant, working-class, and multi-generational communities. With a deep dedication to these causes, the CBC leverages cultural strengths to support in the education and awareness of disaster preparedness amongst disproportionately affected communities. They lead the creation and support of culturally centered approaches to disaster preparedness and overall well-being in times of disaster.</p> <p>The ideal candidate is proficient in designing and implementing programs using equity-centered and community-based frameworks. They possess a demonstrated commitment to continuous learning and growth, and bring extensive experience in community outreach and engagement. Proficient in public presentations and group discussions, they excel in strategic program and organizational planning, establishing sustainable program infrastructures.</p>			
<b>Administrative</b>			
<ul style="list-style-type: none"> <li>Maintain meticulous records of attendance, outreach efforts and other data using internal systems</li> </ul>			

- Review and monitor budgets for community-building initiatives
- Conduct required surveys and evaluations for workshops
- Actively participate in La Plaza's group adult reflection and supervision sessions
- Pursue ongoing training and workshops to enhance mastery of skills

### **Programmatic**

- Design, coordinate, and implement culturally relevant programming and workshops for and with community members
- Provide support and assistance to community members, addressing their inquiries and needs related to activities
- Educate and empower community members to take action when it comes to their family and community
- Foster a safe and courageous space for individuals to openly share their experiences
- Stay updated on leading practices in community building and disaster preparedness
- Work in collaboration with Disaster Preparedness Manager
- Establish and cultivate connections, building trust with community members
- Maintain working relationships and communication with project partners and other community organizations
- Lead outreach efforts, creating, facilitating, and implementing unique activities and workshops

### **General**

- Ability to maintain confidentiality for all employee, donor, volunteer information.
- Build and maintain positive working relationships with co-workers, and the public using principles of good customer service.
- Greets, communicates, and treats all organization constituents with respect, dignity, and an attitude of service
- Demonstrated commitment to Diversity Equity and Inclusion values and practices
- Clear desire and absolute commitment to adhering to OTM's principals, practices and culture
- Additional duties as assigned

### **QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Expertise in community building principles and practices
- Proficiency in Microsoft Office Suite and social media platforms
- Familiarity with collaboration platforms (e.g., Google Docs, Google Drive)
- Outstanding organizational skills for managing multiple projects
- Self-reliant and collaborative team player
- Possession of a valid driver's license and insurance
- Awareness of community needs across Sonoma County
- Exceptional communication skills (written, verbal, public speaking) and interpersonal abilities

### **PREFERRED SKILLS**

- Strong dedication to advancing justice within diverse communities
- Proficiency in equity-centered and community-based program design
- Demonstrated commitment to continuous learning and growth
- Extensive experience in community outreach and engagement
- Seasoned in delivering impactful public presentations and facilitating group discussions
- Adept in strategic program and organizational planning, with a focus on sustainability
- Compassionate approach to community building
- Proficient in both English and Spanish, allowing for effective communication and engagement with a diverse range of community members

### **ADDITIONAL NOTES**

Last Updated By:	Teresita D Lua	Date/Time:	01/11/2024
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On The Move is an Equal Opportunity Employer and we utilize E-Verify to confirm eligibility for employment.