



Program Coordinator Position Announcement

Job Title: Program Coordinator

Location: Administrative Office, Santa Rosa, CA

Department: Youth Promotor Program

Supervisor: Program Manager

Pay Range: Starting \$23/hr

FTE: 0.5

Exempt Status: Non-Exempt

Job Summary:

As the Program Coordinator for the Youth Promotor Program, you will oversee the implementation of grant activities, ensuring alignment with LSP's objectives and goals. Your responsibilities include providing support and guidance to Youth Promotores (YPs) in project development, maintaining effective communication channels with YPs and partner organizations, and managing tracking tools for reporting and grant compliance. This multifaceted position demands a seasoned professional with expertise in program coordination, culturally responsive community engagement, and leadership. By fostering partnerships, facilitating outreach events, and nurturing the growth of the Youth Promotor Program, you will play a vital role in advancing LSP's mission and priorities.

Job Responsibilities:

Program Coordination:

- Support Director of Programs and Program Manager with the implementation of grant activities to ensure achievement of objectives consistent with LSP mandates and goals.
- Communicate and provide updates/reports on YP project development to the Program Manager.
- Disseminate and collect pertinent forms to and from Youth Promotores, such as survey links, internship agreement forms, and consent forms.
- Serve as liaison between Program Manager and Youth Promotores.
- Research and schedule paid training opportunities for YP that align with their tracks (i.e. mental health, emergency preparedness, environmental education, and housing policy advocacy).
- Attend required meetings, such as staff meetings, YP Monthly Meetings, YP group project meetings, and YP Lead check-in meetings.
- Support coordination and execution of YP Monthly Meetings.
- Submit purchase orders for YP Program expenses.
- Develop and maintain tracking tools for reporting purposes, grant requirements, and YP participation & engagement.

Youth Promotor Support:

- Facilitate, support, and provide guidance to YPs during YP project group meetings.
- Serve as the communicator from the Program Manager and Director of Programs to the YPs.
- Provide weekly YP project progress reports to the Program Manager.
- Serve as a point of contact for YPs and as a liaison for partner organizations and/or academic/professional referrals.

- Have comprehensive understanding of YP barriers and needs, and provide appropriate support (i.e. transportation, reminders, medical needs, dietary constraints, etc.).
- Support YPs with quarterly stipends and time-management tracking tools.

Community Engagement:

- Support tabling events that YP are participating in (i.e. health fairs, resource fairs, cultural community events, etc.).
- Attend community events that will support and provide exposure to YPs.
- Upkeep of YP community engagement and tabling materials (i.e. flyers, giveaways, and resources), and communicate needs to the Program Manager.
- Support in the development of graphics that promote the YP program and any YP-related events that will be shared on LSP social media channels and LSP weekly e-newsletter.

Skills and Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Any combination of education, vocational training and work experience which provides the opportunity to acquire the knowledge and abilities listed. Normally, an Associate Degree (A.A.) in fields related to Community Development, Sociology, Psychology, Social Work, Public Health, Communication, or a related field and one or more years of non-profit or outreach work experience will provide this opportunity.
- Possession of reliable transportation and valid California driver's license with verification of current auto insurance with minimum liability coverage
- Bilingual (Spanish/English) required
- An understanding of the needs of Latinx communities in Sonoma County
- Sensitivity and ability to relate to people from diverse lifestyles, socioeconomic levels, and cultures with the ability to provide culturally responsive services
- High standard of confidentiality by demonstrating integrity and discretion in dealing with confidential information
- Advanced computer skills: G-Suite and presentation/marketing software such as Canva.
- Advanced social media proficiency
- Effective time management skills
- Strong organizational skills for maintaining files, emails, and grant reporting
- Ability to maintain a flexible schedule to staff occasional weekend and evening activities
- Ability to problem solve both independently and in a team setting
- Ability to actively communicate in both verbal and written format