



BUILDING HEALTHY COMMUNITIES MONTEREY COUNTY
ACTION COUNCIL OF MONTEREY COUNTY, INC.

Job Title: Black Power Building Coordinator	Commitment: Full-Time
Revision Date: December 2024	FLSA: Hourly, Non-exempt \$25.50 - \$28.50

ORGANIZATION AND PROGRAM BACKGROUND

The Action Council of Monterey County was created in 1994 to address unmet needs of low-income residents as a result of welfare reform. Since that time it has evolved into a hub for social innovation, incubation, and cross-sector collaboration in the region. Action's mission is to empower people to transform their communities and they do this by incubating leaders, innovative ideas, emerging organizations, and collaborative community action. This role presupposes a strong commitment to work with funders, policy makers and the community to facilitate change on critical issues. To this end it has incubated Building Healthy Communities, Mujeres en Accion and other grassroots organizations in the community.

This work started in 2010 in East Salinas as the Building Healthy Communities (BHC), a 10 – year initiative of The California Endowment that cultivates assets in communities to improve health status and equity for all residents. East Salinas is one of the fourteen place-based sites within BHC that is looking at values and practice changes across systems (schools, healthcare, land use, justice system) and supporting community leadership to redefine health and identify solutions that are relevant to East Salinas. BHC supports the design of communities that are safe, healthy, while promoting community wellness and healthy economic opportunities. The work is now expanding across Monterey County which has sparked the name change to Building Healthy Communities Monterey County (BHCMC).

BHCMC's vision is, as a community for racial justice, we find ways to ensure all youth have quality education, social-emotional and physical health, access to green space, healthy recreation and leadership pathways that dismantle and fully replace the school to prison pipeline. We engage in community-driven planning that spurs new economic opportunities for residents, working to ensure that Black, Brown, and Indigenous residents are not priced out of Monterey County, and instead have voice and leadership in shaping public priorities for generations to come.

BHC Monterey County is supporting local efforts to engage and develop the leadership capacity of community residents and systems to achieve equitable outcomes in health, education and economic opportunity for all people. The work is coordinated through Action Teams and the organizers lead issue-specific teams comprised of residents and collaborative partners working toward a policy and systems change goal grounded in a healing-informed racial justice framework.

BHCMC has a distinguished track record of facilitating community engagement opportunities and incorporating community voice into policies and decisions that impact their lives. The



principal driver of this work is centering residents as assets and key stakeholders not just as recipients of services. BHCMC partners are engaging in community-based organizing, supporting resident leadership and development, and developing effective community engagement and outreach strategies that are healing-informed and culturally rooted and through a health and racial equity framework. This work is guided by the BHCMC's mission, *"Activating youth and resident leadership to build an inclusive, anti-racist democracy, and safe thriving communities,"* and system change goals: 1) Thriving leadership pathways for youth – dismantle the school to prison pipeline, and 2) A safe and thriving community for residents. BHMC supports a broader regional initiative - Toward a Racially Equitable Monterey County (TREMC), an ecosystem of institutions including community-based organizations, government, and philanthropy. The goal of this ecosystem is to build capacity across the institutions to collectively examine systemic root causes of inequities to craft solutions to achieving healing-informed racial equity. Action and BHCMC are working to become one organization moving forward.

PROJECT DESCRIPTION

BHCMC is accountable to Black, Brown, and Indigenous residents in Monterey County. In 2020, there was a collective recognition of the gap of investment in Black Community to advance racial equity. Through successful advocacy, funding was secured to support the growth and leadership of Black leaders in Monterey County via the Monterey County Black Caucus (MCBC). MCBC was formed with a focus to heal and empower the Black Community by cultivating leadership and providing a safe space for Black residents to unpack and reflect. MCBC aims to advocate for equity and to inspire Black culture through arts and community development.

POSITION OVERVIEW

Under the general supervision of the Black Power Building and Justice Reinvestment Director, the Black Power Building Coordinator plans, organizes, and carries out a comprehensive plan to support the work of the Black Power Building Team and the Monterey County Black Caucus. The Black Power Building Coordinator will play a critical role in tracking efforts related to the Stop the Hate Grant and the Black Community Fund for Economic Justice. The ideal candidate will also play a leadership role in mentoring youth and drawing the connection between Arts & Culture in the organizing work. This role will be responsible for coordination, scheduling, planning agendas, and will assist in marketing special projects/events. This position reports directly to the Black Power Building and Justice Reinvestment Director.

PRIMARY FUNCTIONS

1. Support in providing administrative, logistical and leadership in the Black Power Building work.
2. Track grant deliverables and support in project planning.
3. Conduct research and provide audio/visual technical assistance.



4. Support healing-informed organizing and racial equity leadership.
5. Serve as a local leader for race and health equity as a member of Building Healthy Communities Monterey County.

SPECIFIC RESPONSIBILITIES OF THE JOB

1. Administrative and logistical support
<ul style="list-style-type: none"> ▪ Support with meeting logistics for the Black Power Building Team and Monterey County Black Caucus ▪ Support with scheduling and coordinating calendars across the team ▪ Coordinate in advance for the location, presenter needs, resources, materials, interpretation, and childcare for scheduled meetings and events ▪ Attend meetings as needed to co-facilitate, note-taking, set-up, assist with activities, and help clean-up as needed ▪ Order and pick up food for larger committee meetings and/or workshops ▪ Pick up supplies and support in material development ▪ Assist with event planning and management ▪ Support with logistics for BHCMC wide convenings, trainings and workshops. ▪ Support in event planning such as Juneteenth, Black August, and other relevant events
2. Grant Deliverable Tracking
<ul style="list-style-type: none"> ▪ Track grant deliverables related to the Stop the Hate Grant and the Black Community Fund for Economic Justice ▪ Support in planning activities related to grants ▪ Support in moving trainings and capacity building related to addressing anti-Blackness
3. Research & audio/visual technical assistance
<ul style="list-style-type: none"> ▪ Conduct research around equity issues as needed ▪ Maintain active knowledge on issues affecting the Black Community ▪ Support in developing slides/powerpoint for the Black Power Building Team as needed ▪ Support resident meetings with audio and visual needs ▪ Support in developing materials for resident committees as needed
4. Healing-informed Organizing and Racial Equity Leadership



- Uphold the vision for MCBC
- Support in mentoring youth and connecting arts & culture to the organizing work
- Support with outreach and tabling at events as needed
- Support the Seaside Rising Youth Leadership Academy
- Support the Black Power Building Team with healing-informed organizing work
- Attend BHCMC staff meetings and trainings as needed

5. Racial Equity & Systems Change

- Engage and play a leadership role in upholding and implementing the overall mission and vision of BHCMC
- Represent the community, MCBC and BHCMC at events
- Engage a framework for understanding and disrupting structural bias and inequities and actively apply it to your work in the community and within the field of land use and economic justice
- Serve as leader to advance the Black Power Building and Monterey County Black Caucus vision and goals
- Serve as a local leader to share the broader narrative of inequities in our community and the importance of centering healing-informed racial equity toward systemic change
- Attend BHCMC staff meetings and professional development trainings
- Participate in related trainings, events, and conferences as needed, and represent BHCMC

REQUIREMENTS

- 1+ years of experience of logistical and administrative support
- 1+ years of experience conducting research
- 1+ years working with community members and with systems leaders
- 1+ years experience in healing informed practices
- Active knowledge and interest in racial equity
- Active knowledge and connection to the Black Community

SKILLS/ABILITIES

- Computer skills (Microsoft Word, Google Suite, social media platforms for X [formerly Twitter], Facebook, Instagram, Snapchat, and emails)
- Ability to manage multiple tasks and projects
- Strong communication skills, both verbal and written.
- Friendly communications skills in person and over phone
- Active listening skills
- Ability to give, receive and incorporate constructive feedback
- Ability to translate complex information to diverse audiences
- Flexibility of schedule, ability to work some nights and weekends

**PHYSICAL DEMANDS**

- The employee should be able to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.
- Able to lift a 30-pound box and carry it 100 feet; push a hand truck/dolly with a load of 150 pounds a distance of 100 yards; and access items on shelves and files located 0 to 60 inches above the floor.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.

BENEFITS

- Benefits include Medical, Dental, and Vision. We also provide competitive vacation, sick leave, and paid holidays. Benefits are available when the employee completes the introductory period and meets eligibility.

CLASSIFICATION: Program Coordinator I or Program Coordinator II (depending on experience)