



Building Healthy Communities Monterey County
Action Council Of Monterey County, Inc.

Job Title: Communications Coordinator	Commitment: part-time
Revision date: June 2024	FLSA: hourly, non-exempt \$24.50 - \$27.50 DOE

Organization and Program Background

Since 1994, Action Council has supported low-income residents in Monterey County. Over the years, it has evolved into a powerful hub fostering regional social innovation, incubation of community efforts, and cross-sector collaboration.

Action Council empowers people to transform their communities through its incubation of leaders, innovative ideas, emerging organizations, and collaborative community action. Action Council’s innovative community incubator model supported and grew Building Healthy Communities Monterey County (BHCMC) from its inception into the racial justice organization it is today. BHCMC’s mission is to activate resident voice and power to build an inclusive, anti-racist democracy and safe, thriving communities.

BHCMC’s vision is to 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. BHCMC engages in community-driven planning that spurs new economic opportunities for residents, working to ensure that Black, Brown, and Indigenous residents are not left out of Monterey County, and instead have voice and leadership in shaping public priorities for generations to come.

Position Overview

Under the general supervision of the Narrative & Communications Manager, the Communications Coordinator is responsible for content development for social media platforms, website, organizational storytelling, and overall organization communications. The Coordinator takes photos, videos, and captures stories to advance the organization's mission, vision, and values. The Coordinator also assists BHCMC with marketing special projects and events and serves as the media contact and spokesperson for BHCMC as needed. This position is hybrid with the primary working base in Seaside.

Responsibilities/Duties:

- Build relationships with action team leads and residents to support during events such as Juneteenth, Ciclovía Salinas, People’s Assembly, among others.
- Regularly update and support use of websites, Facebook, Twitter, Instagram, LinkTree, MailChimp, LinkedIn, and Nationbuilder.
- Take a leadership role in the development of a monthly newsletter.
- Work collaboratively with staff to develop and maintain media activities including media campaigns, media relations, and videos.
- Assist with facilitation, coordination and media content, talking points, social media strategies and messaging for events.
- Keep archives of documents, photos and videos organized in a shared drive.
- Assist community members and youth in understanding and interpreting media strategies, opportunities, and developing appropriate media activities.
- Implement the creative vision for graphic design, film, and photo work.
- Work with Narrative & Communications Manager to prepare and distribute messages to media outlets in the form of press releases, videos, audio clips, flyers, brochures, newsletters, posters, presentations and speeches and blogs.
- Works with the Narrative & Communications Manager and Fund Development Manager to elevate stories of impact for fundraising campaigns and grant acquisition/reporting.
- Other tasks as assigned by the supervisor.

Requirements:

- Commitment to Action Council and Building Healthy Communities Monterey County’s mission and values.
- Photography and video editing experience.
- Excellent verbal, written, and interpersonal communication skills.
- Ability to gather information and work in collaboration with multiple teams.
- Ability to give, receive, and incorporate constructive feedback.

- Ability to work both independently and collaboratively.
- Ability to understand, communicate with, and effectively interact with people across race and cultures.
- Familiarity with and ability to operate modern office equipment including computer hardware, software, copiers, scanners, multi-line phone systems, internet and web-based applications; proficiency in Mac/PC systems, Microsoft Office 365, Adobe Creative Suite, Canva, Photoshop, Illustrator, MailChimp, and WordPress products.
- Strong working knowledge of a variety of social media platforms.
- Display a high degree of initiative, maturity, integrity, loyalty, accountability, creativity, and good judgment; excellence in professionalism with the ability to maintain strict confidentiality.
- Ability to travel occasionally to meetings, trainings, and conferences.
- Must possess a valid California Driver's License and verifiable automobile insurance and have the use of a reasonably reliable automobile for use on the job.

Skills:

- Experience as a community organizer is a plus but not required
- Deep connection with the Salinas, Seaside, and South County Community desired
- Interest in building Black and Brown Solidarity across communities
- Bilingual (English and Spanish) desired but not required
- Active knowledge and interest in racial equity, public policy and systems change
- Ability to manage multiple tasks and projects
- Flexibility of schedule, ability to work some nights and weekends
- Creative thinker and problem-solver who is also open to the insight of others
- Active listening skills, including the ability to summarize or articulate key points
- Willingness to have conversations around race, race equity, and healing and to find ways to embedding language into communications work
- Excellent organization and attention to detail
- Some knowledge of branding and its application to various communications

Benefits

Benefits include Medical, Dental, Vision and 403(b). We also provide competitive vacation, and sick leave. We value the well-being and health of our employees, which is why our benefits package also includes two yearly office closures of the organization mid-year and at the end of the year that will be considered paid holiday time off. Benefits are available when an employee completes the introductory period and meets eligibility.

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 in 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.

How to Apply: Please submit a cover letter, resume, and names with contact information of 2-3 professional references to HR@actioncouncil.org.

Application deadline: Until filled, priority screening deadline June 16, 2024.

Values: Resident centered / Resident voice, Power building, Equity, Compassion, Healing, Dignity, Authenticity, Love, Unity, Solidarity, Justice, Affirmation, Inclusion, and People matter and are valued.