



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

JOB POSTING

Job Title: Education Program Assistant	Commitment: Part-Time, 20 hours a week
Internal Classification: Program Assistant II	FLSA: Non-Exempt
Program: BHC	Salary Range: \$21.50 - \$24.50 depending on experience
Reports to: Regional Education Equity and Justice Director	Revision date: June 2024

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 Regional Education Equity and Justice Director, the Education Program Assistant will be supporting the education equity action team, parent and youth committees. The Building Healthy Communities Monterey County education equity work has been growing in Salinas, Seaside and South County which requires more administrative support. The Education Program Assistant will support logistics, administration, and audio/visual needs. The Program Assistant will also play a role in tracking meeting minutes as needed. The Education Program Assistant will be responsible for supporting the organizing work of La Cosecha, Padres Unidos, Peninsula Parents, and other education committees to carry out their campaigns in collaboration with Lead Organizer and Regional Education Equity and Justice Director.

Responsibilities/Duties:

- Support with meeting logistics for education committee meetings in Salinas, Seaside and South County
- Coordinate in advance for the location, presenter needs, resources, materials, interpretation, and childcare for scheduled local and regional education meetings and events
- Attend meetings as needed to, co facilitate, note-taking, set-up, assist with activities, and help clean-up, as needed
- Monitor deliverables for contracts and projects related to education.
- Order, pick up food, and deliver for larger education resident committee meetings and/or workshop
- Pick up supplies and support in material development
- Support in facilitation of education meetings as needed
- Support in scheduling for education related meetings among the team and externally.
- Assist with event planning and management
- Support with logistics for BHCMC wide convenings, trainings and workshops.
- Support in event planning such as Ciclovía and other relevant events for youth and parents
- Conduct research around education equity issues
- Maintain active knowledge on education related issues
- Support in developing materials for education committees, such as slides or Canva presentations
- Support resident meeting with audio and visual needs

- Uphold education committees' vision for educational racial equity
- Support education committee healing-informed organizing work
- Attend BHC MC staff meetings and trainings as needed
- Other duties as assigned

Requirements:

- Commitment to Action Council and Building Healthy Communities Monterey County's mission and values.
- Excellent verbal, written, and interpersonal communication skills.
- Bilingual and biliterate English and Spanish
- Strong communication skills, both verbal and written.
- 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.
- 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:

- Computer skills (Microsoft Word, Google Suite, social media (FB, twitter, Instagram))
- Ability to manage multiple tasks and projects
- Active listening skills, including the ability to summarize or articulate key points
- Experience as a community organizer is a plus but not required
- Connection with the Salinas, Seaside, and South County Community desired
- Interest in building Black and Brown Solidarity across communities
- Flexibility of schedule, ability to work some nights and weekends
- Active knowledge and interest in racial equity, public policy and systems change
- 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

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 July 12, 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.