



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

Job Title: Education Program Coordinator	Commitment: full-time, 40 hours a week
Revision date: August 2023	FLSA: Hourly, Non-exempt \$24 - \$27 (depending on experience)

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.

Building Healthy Communities (BHC) was 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).

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 Action 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 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 North Star, *"Build voice and power for a healthy and inclusive democracy,"* 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. These North Stars support 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.

POSITION OVERVIEW

Under the general supervision of the Regional Education Equity and Justice Director, the Education Program Coordinator will be supporting the education equity action team, parent and youth committees. The BHC MC education equity work has been growing in Salinas, Seaside and South County which requires more administrative support. The Education Program Coordinator will support logistics, administration, research and audio/visual needs. The Education Program Coordinator will lead all coordination related to all healing-informed training, capacity building and implementation. The Program Coordinator will also play a role in research and tracking meeting minutes as needed. The Education Program Coordinator 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.

PRIMARY FUNCTIONS

1. Support in providing administrative, logistical and leadership in the education organizing work.
2. Conduct research and provide audio/visual technical assistance.
3. Coordinate and implement healing informed practices capacity building.
4. Support healing-informed organizing and racial equity leadership.

SPECIFIC RESPONSIBILITIES OF THE JOB

1. Administrative and logistical support
<ul style="list-style-type: none"> ▪ 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 ▪ Order and pick up food 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 ▪ Assist with event planning and management

<ul style="list-style-type: none"> ▪ 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
2. Research & audio/visual technical assistance
<ul style="list-style-type: none"> ▪ Conduct research around education equity issues ▪ Maintain active knowledge on education related issues ▪ Support in developing slides/powerpoint for education committees ▪ Support resident meeting with audio and visual needs ▪ Support in developing materials for education resident committees
3. Healing-informed Practices Capacity Building
<ul style="list-style-type: none"> ▪ Coordinate all healing informed (La Cultura Cura) training and capacity building for BHCMC staff and resident leaders ▪ Coordinate healing spaces for BHCMC team and LCC practitioners ▪ Build relationships with technical assistance providers (i.e. National Compadres Network) to identify opportunities for leadership development and capacity building ▪ If certified, support staff and leaders in facilitating circles (Joven Noble, Xinachtli, Cara y Corazón, etc.) ▪ Work closely with Regional Education Equity Director in meeting healing-informed practices needs of committees ▪ Attend trainings as relevant to increase healing informed practices capacity
5. Healing-informed Organizing and Racial Equity Leadership
<ul style="list-style-type: none"> ▪ Uphold education committees' vision for educational racial equity ▪ Support education committee healing-informed organizing work ▪ Attend BHC MC staff meetings and trainings as needed

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 education equity

SKILLS/ABILITIES

- Bilingual and biliterate (English and Spanish)
- Computer skills (Microsoft Word, Google Suite, social media (FB, twitter, Instagram))
- 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 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.

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

Classification: Program Coordinator I