



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

Job Title: Communications Coordinator	Commitment: Full-time
Revision date: April 2026	FLSA: hourly, non-exempt \$26.50 - \$29.50 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.

Building Healthy Communities Monterey County (BHCMC) engages and develops community leadership to achieve equitable outcomes in health, education, and economic opportunity. Coordinated through Action Teams, BHCMC works towards policy and systems change grounded in a healing-informed racial justice framework.

Our values include: Collective Healing · Love & Compassion · Equity & Justice · Resident Centered · Inclusion · Community Power Building · Solidarity

Position Overview

The Communications Coordinator is responsible for leading content development, organizational storytelling and communications on our website and social media channels. The Coordinator will capture and produce content that positions youth, residents, parents, and tenant leaders as drivers of BHCMC's work, ensuring all content is grounded in the organization's healing-informed organizing model.

In addition, the Coordinator supports marketing for special projects and events. This role will also provide logistical and communications support to the Executive Director and base leaders during media moments. This includes prepping materials, coordinating with reporters, and tracking coverage.

This position is hybrid (multiple days per week in office, others out in the field, and some days working from home) with the primary working bases in Seaside, Salinas, and South County. The ideal candidate is committed to BHCMC's mission, vision, and values, including racial equity, power building, and healing-informed practice. This position reports to the Narrative and Communications Manager.

Responsibilities:

Content Creation

- Execute the monthly newsletter and maintain the editorial calendar.
- In partnership with the Narrative and Communications Manager, create content, prepare talking points, and develop messaging and social media strategies for events.
- Implement the creative vision for graphic design, film, and photo work.
- Work with Narrative & Communications Manager to prepare and distribute messages to media outlets and journalists in the form of press releases, videos, audio clips, flyers, brochures, newsletters, posters, presentations and speeches and blogs.

Content and Channel Management

- Plan, create, and schedule social media, website, and email content. Own day-to-day management of our digital communication channels: Facebook, X, Instagram, LinkTree, MailChimp, LinkedIn, and Nationbuilder. Including responding to comments, DMs, and interacting with followers.
- Manage production, distribution, and engagement tracking (subscribers, opens, clicks, followers, shares, saves). Responsible for sharing platform metrics.
- Maintain archives of documents, photos and videos organized in a shared drive.

Collaboration

- Partner with organizers and action team leads across our core campaigns (Thriving Neighborhoods, Education & Community Schools, Youth Leadership, Resilience Hub, and Black Power-Building) to develop campaign narrative toolkits and ensure message consistency across platforms, actions, and flagship events (Juneteenth, Ciclovia Salinas, People's Assembly, and others).
- Work with staff and base leaders to develop and execute media campaigns, rapid-response content, and video storytelling aligned with our campaign narrative framework.
- Develop the skills of residents, youth, and base leaders in building their own storytelling and media skills so they can speak for themselves in campaigns, actions, and public moments.
- Partner with the Development Manager on a donor-facing storytelling strategy, including bilingual stories, visuals, and short-form content that support the organization's multi-year fundraising goal and connect funder investment to power building, not just programs.
- Contribute to other communications priorities as they emerge.

Required Skills:

- Photography, videography, and video editing, including short-form vertical video (Reels, TikTok, Shorts).
- Strong visual design sensibility and working proficiency with Canva and Adobe Creative Suite (Photoshop, Illustrator, Premiere) or equivalent.
- Strong working knowledge of social media platforms (Instagram, TikTok, Facebook, LinkedIn, YouTube, X) and email marketing tools (MailChimp or similar).
- Proficiency with Google Workspace, and WordPress (or comparable CMS); comfort learning new web-based tools, including AI-assisted content tools used responsibly.
- Excellent written, verbal, and interpersonal communication skills, with attention to accessibility (alt text, captioning, plain-language translation).
- Familiarity with brand stewardship and campaign communications.
- Experience tracking and reporting communications metrics (engagement, reach, newsletter performance, media placements).
- Awareness of digital content creation and consumption trends.

Requirements:

- Ability to gather information, collaborate across teams, and hold deadlines across multiple concurrent projects.
- Ability to give, receive, and incorporate constructive feedback.
- Ability to work both independently and collaboratively in a hybrid environment.
- Ability to understand, communicate with, and effectively engage people across race, culture, language, and lived experience.
- Initiative, sound judgment, accountability, creativity, and the ability to maintain confidentiality.

Preferred Qualifications:

- Commitment to building Black and Brown solidarity across communities.
- Bilingual in English and Spanish (strongly preferred).
- Deep connection to Salinas, Seaside, and/or South County communities.
- Experience as a community organizer or working within organizing, racial justice, or power-building organizations.
- Grounding in racial equity, public policy, and systems change, and comfort holding conversations about race, equity, and healing as part of communications work.

Benefits

We offer a benefits package designed to support employee well-being and long-term sustainability, including:

- Medical, dental, and vision coverage
- 403(b) retirement plan
- Competitive vacation and sick leave
- Two organization-wide office closures each year (mid-year and end-of-year) as additional paid time off

Benefits become available after completion of the introductory period and eligibility requirements.

Physical Demands

The employee must be able to perform the essential functions of this job, with or without reasonable accommodation. While performing this role, the employee is frequently required to sit, talk, hear, use hands to handle or operate objects, and reach with hands and arms; occasional walking, standing, and travel between sites is required. The role involves close vision work on screens and the ability to adjust focus. Occasional lifting of event and office materials (up to 30 lbs) may be required.

How to Apply: Please fill out [this application form](#), and send your resume along with 2–3 professional references to HR@actioncouncil.org. Only complete applications will be considered. Feel free to reach out to Naomy Bolanos, HR@actioncouncil.org if you have any questions.

Deadline to Apply: We will accept applications until **5 p.m. PT on Friday, May 29, 2026**, with priority screening beginning May 15, 2026. The position is open until filled.

Building Healthy Communities Monterey County / Action Council of Monterey County, Inc. is an equal opportunity employer committed to building a team that reflects the communities we serve. We strongly encourage applications from people of color, immigrants, people with disabilities, LGBTQ+ individuals, and people with lived experience in the communities where we organize. We do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, veteran status, or any other legally protected status.