

La Plaza

Lawrence Cook Middle School, Room 44
2480 Sebastopol Rd, Santa Rosa, CA 95407
Office Contact: 707.393.8700

Job Announcement

Title: La Plaza Community Building Coordinator

Hours: Full-time

Salary: Based on Experience

The **Community Building Coordinator (CBC)** is responsible for overseeing and implementing various projects with and for children, youth and adults. The Coordinator provides and ensures a safe, fun, healing, and positive environment for all participants. In addition, the CBC works in partnership with the Project Director, volunteers and Advisory Committee members to create and implement a comprehensive outreach and communications plan that increases awareness of La Plaza and its vision in the community at large.

Program/project development and implementation

- In collaboration with the Project Director plan, promote and implement wellness events and activities for children, youth and adults.
- Cultivate, maintain and coordinate relationships with community partners including organizers, schools, businesses, community-based organizations, colleges, hospitals and governmental social service departments.
- Assist with evaluation activities through the tracking of all programmatic features of La Plaza in order to analyze and continuously develop the program.
- Research current events, policy, and legislation regarding Mental Health and the Latinx Community and the Self-Healing Community Model.
- Assist with recruiting, training and supervision community interns.

Outreach and Communication:

- Provide quality communications to community members, volunteers and participants
- Develop and coordinate outreach opportunities such as: presentations, tabling events, etc. that educate the greater community about La Plaza and our efforts to address Mental Health in the Latinx Community.
- Manage media contact lists in order to identify opportunities for media coverage and interest;
- Research and prepare 3-4 Facebook/Instagram postings per week for La Plaza events using embedded calendar on website;
- Assist Project Director with the development of all branding.
- Update website content and social media posts with photos and written content

Qualifications:

- Minimum of 21 years of age.
- Minimum of one (1) year of experience working with children, youth and adults.
- Minimum of one (1) year of experience with community outreach and/or program development and implementation.
- Self-directed and detail-oriented.
- Demonstrated organization and communication skills.
- Strong communication, group facilitation, public speaking skills
- Ability to work with multiracial, multicultural, multi-gendered, and intergenerational communities.
- Fluency in Spanish and English verbal and written.
- Driver's License, reliable transportation, and clean driving record required.
- Knowledge of Latinx community and issues impacting Latinx individuals.
- Proficient in Microsoft Office programs, email, file management.
- Ability to maintain confidential information.
- Flexibility in working some evening and/or weekend hours.
- Preferred knowledge of Sonoma County resources for the Latinx community.
- Preferred AA or BA/BS Degree.

How to Apply:

Submit a resume and cover letter in person to 2480 Sebastopol Rd, Santa Rosa, CA 95407 Room 44 or by email to: javier@otvca.org

Equal Opportunity Statement:

La Plaza provides services and employment without regard to race, ethnicity, color, gender, gender identity or expression, age, physical abilities, religion, national origin, marital status, sexual orientation, ancestry, genetic characteristics, political beliefs or activity, status as a veteran, or any other characteristic protected by federal state and local laws.