

## Job Announcement

### Program Coordinator, *Communities United for Health & Justice Collaborative*

#### **About CUHJ**

Communities United for Health and Justice (CUHJ) was founded in 2008 in San Francisco's District 11 by base-building organizations with deep roots in its various ethnic communities and language groups. CUHJ's mission is to build a united voice among low income, immigrant, working class, and people of color youth, families, and elders of District 11 to advance community based solutions, foster a just local economy, and housing justice. The founding members include the Filipino Community Center (FCC), PODER (People Organized to Demand Environmental & Economic Rights), and Coleman Advocates for Children and Youth, with Chinese for Affirmative Action joining later on.

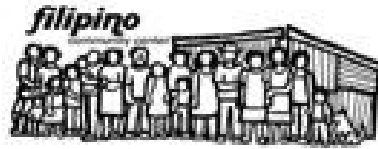
The Program Coordinator position will be housed at PODER. *People Organizing for Environmental & Economic Rights* (PODER) is a grassroots environmental and economic justice organization. We organize with Latino immigrant families and youth in the Mission, Excelsior and other southeast neighborhoods to create people-powered solutions that are locally based, community-governed and environmentally just.

#### **Position Overview**

We are looking for a dynamic and passionate leader to serve as program coordinator of the *Communities United for Health & Justice* collaborative. We seek an individual that is action-oriented, has a spirit of teamwork and cooperation, offers policy expertise, and can play a leadership role in advancing the collaborative. A successful program coordinator will create space for the collaborative to synergize and enact CUHJ's vision for District 11. The program coordinator will manage many relationships on behalf of the collaborative in order to advance our collective vision among elected officials, funders, community based organizations, and community members. The Program Coordinator will meet regularly with CUHJ partners to set collaborative priorities, work plan, and strategy and to ensure that CUHJ work is moving forward. The position is temporarily remote / hybrid during COVID with office space at PODER's Excelsior headquarters.

#### **Key Responsibilities**

- **Program Coordination to Advance CUHJ's Vision**
  - Create spaces to collaborate, unite, and synergize to enact CUHJ's vision for District 11;
  - Coordinate the long term strategic planning and annual prioritization and work plan development for CUHJ;
  - Develop strong internal communications systems with and between partners;
  - Manage, monitor and oversee contracts, and ensure compliance with CUHJ funders.
- **Campaign & Project Development**
  - Provide support for CUHJ's four (4) Action Teams centering housing justice, worker power, youth leadership, and neighborhood allies and activists;
  - Support the work of demonstration projects as determined by Partners: equitable community development, cooperative development, workers rights education, services connection, youth leadership, community engagement, and policy development.
  - Build a strong foundation to grow CUHJ's youth leadership work amongst member organizations as well as with external partners such as local high schools.
- **External Relations & Communications**
  - Build and maintain relationships with external stakeholders including funders, city officials, community based organizations, schools, faith-based organizations, and other civic groups



- Participate in planning, service coordination, organizing, advocacy, and media work with other diverse community based agencies in support of CUHJ's mission.
- Develop and coordinate strategic external communications to advance CUHJ, including but not limited to managing CUHJ's social media platforms;
- **Policy and Budget Advocacy**
  - Engage in policy advocacy to uplift community solutions and action team priorities among diverse stakeholders including elected officials, city departments heads, and other community based organizations;
  - Advocate to secure investments to launch and develop programs in alignment with mission.
- **Fund Development and Reporting**
  - Coordinate fund development and ensure timely reporting for grant funded programs;
  - Support annual budget advocacy process, including maintaining relationships with departments, Mayor's Office, and District Supervisor.

#### **Qualifications:**

- Knowledge of District 11 (Excelsior/OMI) and its unique needs
- Commitment to the mission, values, aspirations of the collaborative
- 2-5 years of related experience working with community based organizations in collaboratives
- Experience and cultural competence working in low-income, working class communities of color and immigrant communities with a commitment to social justice
- Experience in facilitating group processes with diverse viewpoints
- Proven track record of managing external relations including community coalitions and alliances
- Strong interpersonal skills and ability to communicate effectively orally and in writing
- Self motivated and a self starter
- Bilingual Spanish, Tagalog, Mandarin or Cantonese, preferred not required
- Grant writing experience and proven ability to fundraise
- Ability to work flexible hours, including weeknights and weekends
- District 11 resident a plus

#### ***Compensation***

The Program Coordinator is a full-time non-exempt position earning \$55,000 - \$60,000 annually. Generous benefits include health, dental and vision coverage for employee & dependents and substantial paid vacation. The position will be hosted and supervised by PODER.

#### ***Application Process***

To apply, submit a resume and letter describing what it is about your experience and/or interests that resonates with CUHJ's mission as well as what makes you an exceptional candidate for this position. Please include contact information for three references. Applications must be sent to: [newhire@podersf.org](mailto:newhire@podersf.org) with "Program Coordinator, *Communities United for Health & Justice* collaborative" in the subject line. Deadline to apply is October 22nd.

*PODER, a project of the Tides Center, is an equal opportunity employer. We strongly encourage and seek applications from women, people of color, including bilingual and bicultural individuals, as well as members of the Lesbian, Gay, Bisexual, and Transgender communities. Pursuant of the San Francisco Fair Chance Ordinance, we will consider qualified applicants with arrest and conviction records for employment.*