

## SANTA ANA BUILDING HEALTHY COMMUNITIES (SABHC)

### Hub Team – Job Description

Position: Capacity Development Coordinator

Status: Full-Time Non-Exempt

Organization: Charitable Ventures of Orange County /Santa Ana Building Healthy Communities (SABHC)

### JOB DESCRIPTION

Santa Ana Building Healthy Communities (SABHC) is a 10 - year initiative designed to improve the social, economic and physical environments for residents in central Santa Ana.

At year 8 of this 10-year initiative, the focus has shifted to identify and strengthen the core capacities of the Hub Team to more adequately support the remaining goals of the initiative and prepare for a transition.

The SABHC Board Committee and Stakeholder Groups are currently undergoing a collaborative restructuring process that includes sustainability and long term visioning for the SABHC initiative. We hope this process concludes by February/March 2019 at which point the hub staff can focus on new goals, restructuring and transitions.

Currently SABHC Hub Team is composed of staff members dedicated to Campaign Strategy, Capacity Development, Communications, Policy and Data Analyst and Sustainability. The **Capacity Development Coordinator** supports the leadership development of residents of Santa Ana primarily, as well as volunteer organizers and/or organizers of partner organizations. A central objective of this position is to support a grassroots network of residents working on issues in their neighborhoods and connecting to policy citywide. The Capacity Development coordinator is dedicated to resident engagement, leadership development, and building people power from the ground up.

Under the supervision of the Director of Communication, the guidance of the SABHC Board Committee and the support of the Hub Team, the Capacity Development Coordinator will be responsible for:

1. Outreach to resident leaders of the most marginalized/historically disinvested communities in Santa Ana, verbally and in writing, in English and in Spanish.
2. Increase the capacity of SABHC stakeholder groups (adult and youth residents, local organizations and systems) to be better connected, trained and involved/engaged in campaign work in their community or their neighborhood.
3. Provide initial facilitation of meeting spaces in the neighborhoods for residents to convene, identify needs, and address immediate issues.
4. Support the self-sufficiency of neighborhood groups to continue resident engagement, outreach and organizing in their neighborhoods.
5. Support the development of a neighborhood network that connects neighborhood groups to each other for mutual support and for policy campaigns in areas of their interest.
6. Provide training and leadership development of residents in organizing, social justice, advocacy, and additional areas of interest.
7. Train and increase the capacity of resident leaders to understand systems of power and decision making at the City, School District and County level.
8. Outreach, recruitment and implementation of the SABHC Leadership Institute, along with partners.

9. Connect resident leaders to existing resources (trainings, workshops, leadership opportunities) available with the City, School District, colleges, partners, and other non-profits.
10. Identify technical assistance needs and connect to providers available through BHC/TCE.
11. Support the convening of community forums, events, and other activities as led by the residents and neighborhood groups.
12. Connect the organizers and leaders of partner organizations to resources when necessary.
13. Coordinate with partner organizations to increase base building in Santa Ana.
14. Work in conjunction with the Hub Team, Board Committee and partners to achieve the long-term outcomes of the SABHC.
15. Coordinate with volunteers to support outreach and SABHC events
16. Assist in reservation of spaces and logistics for SABHC meetings and events.
17. Coordinate materials and tools for outreach events
18. Other duties as assigned

Specialized functions:

1. Coordinate, facilitate and implement the following programs:
  - Mini grants
  - Leadership Development Fund
  - Leadership Institute

## QUALIFICATIONS

### EDUCATION AND EXPERIENCE:

- Bachelor's or Master's degree in a Social Sciences field (e.g., Public Policy, Public Health, Urban Planning, Community Development, or a related field.), preferred but not required.
- At least two (2) years of work experience in coordination and organizing in low-income communities or a resident driven place based initiative.
- Previous work experience in Santa Ana (or Orange County) is a plus, but not required.
- Strong communication skills and experience required.
- Demonstrable experience in curriculum or training development.

### KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to direct campaigns and sensitive political situations.
2. Demonstrated critical and creative thinking and problem-solving abilities.
3. Extensive knowledge of principles and best practices of community outreach, organizing, training, planning and conflict resolution.
4. Ability to work with diverse communities of economic, social, racial, and cultural backgrounds, specifically constructive conflict resolution.
5. Ability to take a leadership role while at the same time working collaboratively and creating opportunities for others to take on leadership roles to achieve SABHC's mission and goals.
6. Health, public health and community development and organizing experience.
7. Bilingual (English and Spanish) written and spoken ability is required.
8. Strong facilitation skills, for both small and large groups.
9. Strong written and verbal communication skills.
10. Ability to prioritize tasks and manage multiple ongoing tasks to meet deadlines.
11. Ability to be self-motivated and work independently with minimal supervision
12. Must be available to work evenings and weekends as needed.

13. Must have access to reliable transportation and willing to use it for job related tasks. Must have proof of car insurance.

## **WORKING CONDITIONS**

### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee 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 regularly required to stand; walk; climb stairs; sit; use whole range of hands to handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stoop, kneel, or crouch. Sits for extended periods of time at a computer work station or desk.

### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. Requires work with the public. Job tasks are performed in close proximity to other people. Requires contact with others (face to face, by telephone and other.)

### **TO APPLY :**

We are requesting that the application have a cover letter (1 page max) and resume (2 pages max) with three professional references. For this application process, we highly prefer that applicants submit **English and Spanish versions of all materials**. We are asking this of applicants to help facilitate the review process, as there will be monolingual Spanish speakers on the panel.

Please submit all supporting materials to Susan Winterhoff, Human Resources and Program Director of Charitable Ventures of OC at [jobs@charitableventuresoc.org](mailto:jobs@charitableventuresoc.org)

Charitable Ventures of Orange County  
4041 MacArthur Blvd. Suite 510  
Newport Beach, CA 92660

Interviews will begin January 14, 2019 and the application process will close once a selected applicant accepts the job offer.