Immediate Opening
Healthy Community Coordinator

Come join Monument Impact’s team of passionate staff dedicated to serving immigrants, refugees and low-income community members. Monument Impact (MI) is seeking an energetic, creative, and bilingual leader (English/Spanish) with experience working with low-income communities.

About Monument Impact
A dynamic social justice organization serving the immigrant and refugee community in Concord, CA and East Contra Costa County. Monument Impact has worked since 2001 to address immigrants’ barriers to economic advancement, social inclusion and access to the building blocks of a healthy community. Our mission is to ensure that immigrants, refugees and low-income residents in Concord and surrounding communities have the voice, tools and relationships for an equitable share of the social and economic wealth in our region.

The Position
The Healthy Community Coordinator is responsible for managing, coordinating, planning, implementing, marketing, and evaluating different health-related program and projects. Working as part of a team that includes promotores, consultants and key staff, the Coordinator helps develop new programs and works to improve current programs. MI’s cornerstone Healthy Community programs include Mentes Positivas en Acción, an 8-week evidence-based class to reduce depression, stress, and anxiety, a Diabetes management program, and key special projects such as Monument Moves (physical activity in Monument Corridor parks). The Healthy Community Coordinator reports to the Program Director, but also works closely with the programs’ key consultants.

Mentes Positivas and Diabetes Programs
- Develop flyers and class materials.
- Collect and maintain accurate data and class sign-in sheets
- Assist consultants in the creation of spreadsheets, evaluation, and data assessment reports
- Work closely with the Program and Executive Director on grant updates and reports
- Oversee accurate enrollment of program participants, ensuring all data is captured prior to class.
- Ensure Pre and Post participant surveys are conducted, and data entered into Salesforce
- Coordinate childcare as needed, when classes resume in-person.

Monument Moves*
- Working closely with promotores, coordinate the implementation of physical activity in three local parks (Meadow Homes, Ellis Park and Cambridge Park).
- Oversee social media Groups; respond to requests for information
- Support effective communication among Healthy Community promotores and community members
- Maintain accurate program attendance and referral records
- Assist with monthly program reports and the implementation of any program objectives

Healthy Community Outreach Projects*
- Maintain accurate outreach record
- Develop all flyers and promotional material
- Develop and coordinate special outreach events as needed

*If needed
• Maintain social media posting and track activity
• Ensure contractor’s invoices are processed accurately and timely

Other
• Represent MI and programs at meetings, public events and celebrations
• Provide monthly programs reports to Program Director and appropriate consultants
• Maintain up to date records of contracts
• Other duties as assigned

*NOTE: Healthy Community Programs vary based on funding and critical needs. For example, in 2021-22, an important special project has been vaccine outreach in the Latinx community.

Qualifications
1. Bachelor’s degree with experience in social work, public health, or a related field. Commensurate experience will be considered.
2. Practical experience executing tasks similar to those described above, ideally in a nonprofit environment
3. Commitment to racial equity and Monument Impact’s mission and values.
4. Solution-oriented with strong ability to meet and track program outcomes.
5. Excellent interpersonal people skills be able to motivate individuals or groups to participate in activities, campaigns, and programs.
6. Bilingual (English/Spanish) with excellent communication skills, written and verbal, including public speaking.
7. Social media experience a plus.
9. Track record of flexibility. Ability to react and adapt quickly to unexpected changes, to anticipate problems, provide creative solutions, and meet deadlines in challenging situations
10. Hold a valid California Driver’s License.

Salary and Benefits
This is a full time 40-hour, non-exempt position. Depending on current COVID rates, this position may work remotely a few days a week. The position is based at MI’s Keller House location, 1760 Clayton Rd, Concord, CA 94520.

Benefits include vacation, sick time, 12 paid holidays, and 2 floating holidays.
Pay range: $22-24/hour, commensurate with experience. All employment at Monument Impact is ‘at-will’.

Application Process and Deadline
Qualified applicants should submit a resume and cover letter that details your interest in this position and the skills you would bring to this work to info@monumentimpact.org with the Subject Line: Healthy Community Coordinator.
Preference will be given to applications received by February 15, 2022. Position is open until filled.

Monument Impact is an Equal Opportunity Employer/Affirmative Action Employer that values diversity of culture, thought and lived experience. Women, people of color and LGBTQI+ people are strongly encouraged to apply.