



Puertas Abiertas Community Resource Center

Program Coordinator

Job Description

Employment Type: Full-time

Salary: \$26 per hour or depending on experience

Hours: 40 hours/week

Reports to: Executive Director (ED)

Benefits: Health insurance, Paid Time Off, IRA

Puertas Abiertas Community Resource Center (Puertas Abiertas) is a 501(3)(c) non-profit organization in Napa, CA formed in 2005. Puertas Abiertas is celebrated in the Napa community as the gateway for access to health and social services, a culturally appropriate service provider to Latino families, and a collaborator with a wide variety of community partners. We proudly hold a culture of compassion and trust and provide a warm and non-stigmatized safe space for clients who come from all walks of life.

Our mission is to work hand-in-hand with Latinos to inspire and achieve healthy living, self-sufficiency, and opportunities for leadership and community engagement. We proactively solve problems and support our community's rights to access essential services.

We serve any individual or family in need who resides or works in Napa County. Our welcoming and resourceful team is fully bilingual (Spanish & English) and bicultural, and provides wrap-around services through our culturally competent programs within our five core service pillars: (1) Health & Wellness, (2) Education & Self-Sufficiency, (3) Civic Engagement, (4) Legal Navigation, and (5) Disaster Relief. We also work to instill a sense of pride in our community and find ways for the Latinx community to celebrate its culture.

Position Summary

- Oversee the coordination and administration for all aspects of programming including planning, organizing, implementing, staffing, leading, supervising, and reporting performance activities of programs and workshops.
- Coordinate the services and activities of partner agencies and organizations at Puertas Abiertas.
- Assist in daily operations; assisting clients (both walk-in and appointments), answering phone calls etc.

Essentials Duties and Responsibilities

Program Management

- Plan the delivery of the overall program and its activities in accordance with the mission and the goals of Puertas Abiertas.
- Ensure that program activities operate within the policies and procedures of Puertas Abiertas.
- In conjunction with Executive Director, develop new initiatives to support the strategic directions of the organization.
- Oversee the collections and maintenance of program records (including database entry) and write reports on programs and measurable results for grant reporting purposes and programs evaluations.

Outreach and External Relations

- Recruit train, engage and supervise volunteers for appropriate program activities.
- Serve as principal liaison between Puertas Abiertas and agency partners and maintain sound working relationships and cooperative arrangements with partners, services agencies, communities' groups and organizations.
- Maintain Partners' Memorandums of Understanding and liability/insurance documents for activities conducted at Puertas Abiertas' site.
- Organize outreach strategies and plans together with Community Outreach Coordinator

Education and Experience Requirements

- Bachelor's Degree and minimum of two (2) years of related professional work experience or Associate Degree and minimum of three (3) years of experience.
- Bilingual (English/Spanish) required. Strong written and oral communications skills.
- MS office experience including Excel, Word, and Outlook
- Ability to learn to use debates and software utilized by our organization (training provided).

To apply:

Please send a resume and cover letter to Blanca Huijon, Executive Director, at blanca@puertasabiernaspa.org. In the subject line, please write "Program Coordinator".