Job Description

PROGRAMS COORDINATOR - ADULT EDUCATION
FOCUSBING ON EARLY CHILDHOOD EDUCATION WORKFORCE CERTIFICATION
(part-time, grant funded 6 month position)

EXEMPT: No
LOCATION: 1557 Healdsburg Ave, Healdsburg CA 95448

DEPARTMENT: Programs
SALARY LEVEL: $16.00-$18.00 hour

REPORTS TO: Chief Executive Officer
HOURS: Part-time, 20 hour a week grant funded position. Some weekends and evenings required.

DATE: 01/01/2020
TIMING: 6 month position beginning February 1, 2020 or earlier

ORGANIZATION BACKGROUND: Corazón Healdsburg’s mission is to bridge the racial and economic divide in Northern Sonoma County. Corazón offers programs to improve health and wellbeing for all who live and work in Healdsburg through innovative partnerships and community driven programming. Working with youth and their families, Corazón aims to break cycles of poverty and improve quality of life for those we serve.

SUMMARY OF THE POSITION: The Programs Coordinator - Adult Education/ECE Workforce Certificate Program is a grant-funded position responsible for the coordination and implementation of Corazón’s new Early Childhood Education Workforce Development Program. This position would assist adult students in navigating the Adult Education program focused on creating more licensed quality childcare operators in Northern Sonoma County and assisting students through completion of the coursework and support as they determine their career goals in ECE.

ABOUT THE PROGRAM: The Corazón Healdsburg Early Childhood Workforce Program brings the Sonoma County Adult Education early childhood certificate program to Healdsburg for the first time ever in 2020. Our program is structured to help remove transportation, language, and financial barriers for up to 60 adults wishing to earn their early childhood certificate and/or start a licensed in-home daycare in Sonoma County. This will help relieve the severe shortage of licensed childcare providers in Sonoma County.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Duties include but are not limited to the following categories of grant-funded program coordination and implementation:

- Complete bilingual recruiting and outreach for program applicants with goal of at least 45 adults successfully enrolling in the program by the start date
- Provide successful student navigation including Santa Rosa Junior College
enrollment, student support throughout the courses, and post-course job placement and/or ongoing educational support throughout the course with goal of 35 graduates graduating with no debt, a job, and high satisfaction ratings

- Ensure at least 30 adults complete all required courses and obtain their certificate by providing comprehensive bilingual support services
- Assisting with administration of paperwork, class attendance rosters, and data entry into Excel or Google Sheets.
- Engaging with adult students, many of whom are monolingual Spanish speakers, to build relationships, provide guidance and help navigate career paths and offer wraparound services support to the students and their families.

REQUIRED QUALIFICATIONS:

- Educational requirements include High School education or equivalent, plus either successful completion of a Junior College program or two years of experience as a community organizer or social worker.
- Bilingual language oral and written skills required (English and Spanish)
- CPR and First Aid training/certificate (proffered)
- Demonstrated ability to maintain confidentiality
- Excellent organizational skills with attention to detail, accuracy and ability to meet deadlines
- Experience in community-based, non-profit program development, or other related field preferred
- Background or experience sufficient for bi-cultural work is required
- Advanced proficiency with computer software programs.
- Must be able to format a Word document, ability to calculate functions on Excel, intermediate skills in PowerPoint and knowledge and usage of Google Docs.
- Excellent in oral and written communication with a variety of groups and formats.
- Demonstrated experience and skill in program organization and management, including strong team working experience and management skills.
- Ability to work occasional evening or weekend hours.
- Must pass a criminal record clearance that includes fingerprinting through the Department of Justice.

Ability to: exercise independent judgment; plan, organize, and carry out leadership activities. Work effectively with community partners; communicate effectively verbally and in writing; respond appropriately in emergency or stressful situations; and collect and analyze data to draw logical conclusions and make appropriate recommendations;

PREFERRED QUALIFICATIONS:
Experience with community based, non-profit program development, or other related field experience.

PHYSICAL DEMANDS: Must be able to sit at a desk. Must be able to do phone or computer work for blocks of time. Must be able to communicate verbally. Must be able to lift and move paperwork, files, and computer equipment up to 25 pounds. While performing the duties of this job, the employee is regularly required to walk, sit; use
hands to handle objects/operate keyboards; reach with hands and arms; stoop, kneel, and crouch; talk and hear. 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.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The position will be based in an office setting with light travel required to various locations throughout Sonoma County. Field position at off-site locations with unknown accessibility. The noise level in the work environment can be loud. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

**OTHER DUTIES:** Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that is required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Corazón Healdsburg is an Equal Opportunity/Affirmative Action Employer.

**HOW TO APPLY:** Please send a resume in English and bilingual cover letter to info@corazonhealdsburg.org