



**CORAZON
HEALDSBURG**

**Job Description
ECONOMIC IMPACT AND RESILIENCY MANAGER**

EXEMPT: Yes

LOCATION: 1557 Healdsburg Ave,
Healdsburg CA 95448

DEPARTMENT: La Voz Programs

SALARY LEVEL: \$60k-\$70

REPORTS TO: Head of Programs

HOURS: Full-time, 40 hours. Some
weekends and evenings required.

DATE: 07/28/2020

ORGANIZATION BACKGROUND: Corazon Healdsburg is a nonprofit organization working to strengthen the Northern Sonoma County community by bridging the racial, cultural and economic divides that exist today.

We operate a bilingual resource center in Healdsburg and offer family support programs, education for all ages, financial guidance, legal assistance and emergency response. We coordinate and amplify the local Latinx voice, and we host cultural events that publicly celebrate the Latinx community and build cultural bridges amongst neighbors. Everything we do supports our goals of overcoming cycles of poverty for participating families and empowering them to create new relationships—with each other, with the community at large and with local systems and services that are meant to exist for everyone.

SUMMARY OF THE POSITION: – Corazón Healdsburg is hiring a bi-cultural and bilingual (Spanish and English) full-time salaried **Economic Empowerment & Impact Manager** will directly oversee the programs under Corazon Healdsburg pillar *La Voz* which focus on increasing the economic mobility of participants by building tangible skills that enhance employment, education levels and economic empowerment to help build stability, resiliency and wealth over time.

Economic Empowerment Programs Include:

Kinder 2 College

Adult Education

Workforce Development

FirstGen College Counseling

Earn it! Keep it! Save it! VITA tax site

WHO YOU ARE:

- Deeply dedicated to building programs that support in the advancement of economic stability.
- Comfortable with working independently on a geographically dispersed team, including managing projects via phone, email and video conference.

- Are comfortable in ambiguity and want to play a key role in the growth of an organization.
- Understand the importance of regularly collecting, analyzing, and applying data to drive program strategy and decision making.
- Have excellent verbal, written and interpersonal skills, with the ability to communicate complex information to diverse stakeholders.
- Are a creative problem solver who can move between strategic thinking and getting in the weeds; able to make decisions when there is incomplete information or competing opinions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Leadership

- Serve as part of the organization's senior team and a core role in implementing Corazón Healdsburg's mission as well as establishing a healthy work environment.
- Provide supervision, training and performance evaluation for Economic Empowerment team members which consists of an Economic Empowerment Advocate and program contractors and volunteers.
- Represent Corazón Healdsburg in meetings related to Economic Empowerment programs in an effort to continue developing strong partnerships with local organizations and/or stakeholders.

Impact & Data Management

- Utilize and refine existing Salesforce database for full breadth of Corazón's programs in conjunction with the Head of Programs to better track program participant data and program effectiveness to measure impact.
- Responsible for creating custom reports utilizing Salesforce for grants, stakeholders and Corazón staff.
- Provide professional development and training in Salesforce for staff tailored to their specific role and programs.

Program Management

- Manage and oversee the day to day Economic Empowerment-related projects and programs.
- Implements strategies for building pathways to individual success and community empowerment utilizing best practices for program implementation and evaluation.
- Support in the creation, development and management of new program offerings such as: Emprendedores del Futuro and Financial Literacy Workshops.
- Work with staff, clients, partners and volunteers to provide financial education, skills-based workshops, wrap around services, and other opportunities to support low-income families and community volunteers to build assets and pathways to economic self-sufficiency.
- Support the development of grant proposals, evaluates and monitors program contracts, and prepares reports.
- Develop, tracks, and manages program budgets in conjunction with and support of Head of Programs.

REQUIRED QUALIFICATIONS:

- Minimum BA/BS degree, advanced degree preferred
- 2-5 years of experience managing staff, including full-time, temporary, interns, or volunteers; including supervision and coaching of both entry-level and experienced employees
- Superior written and verbal communication skills in English and Spanish
- Strong analytical and creative problem-solving abilities
- Excellent interpersonal, organizational, and operational skills
- Minimum of 2 years' experience working with CRM systems, preferably Salesforce
- Ability to build, create, and customize CRM system for a nonprofit organization
- Knowledge of outcomes-based planning, evaluation, and program development
- Extensive technology skills, including intermediate or higher-level proficiency with Microsoft Office 365 and G-Suite
- Commitment to professional ethics when working with highly confidential information
- Must complete a DMV and criminal background check; and pass a criminal record clearance that includes fingerprinting through the Department of Justice

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. This position holds regular office hours remotely (during shelter in place) or in our location at the Healdsburg Community Center 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. The position may require light travel to various locations throughout Sonoma County.

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 angie@corazonhealdsburg.org