



**CORAZON
HEALDSBURG**

ASSOCIATE DIRECTOR, SOCIAL-ECONOMIC IMPACT Job Description

EXEMPT: Yes

LOCATION: 1557 Healdsburg Ave,
Healdsburg CA 95448

DEPARTMENT: Individual Empowerment

SALARY LEVEL: \$70k-\$78k

REPORTS TO: Director, Community
Services

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

DATE: 09/24/2021

ORGANIZATION BACKGROUND: Corazon Healdsburg's mission is to build a just and compassionate community by empowering and dignifying individuals and families, advocating against injustices and uniting people to celebrate diversity. Corazón Healdsburg works towards its mission by creating value in three dimensions:

Individual Empowerment: We create value when we empower vulnerable individuals and families in need to become self-sustainable and self-reliant, with initiatives that will improve wellbeing, self-esteem, and dignity.

Collective Empowerment: We create value when we actively stand up against injustices and advocate for human rights, amplifying the voice of the Latin-American community to transform unjust systems.

Community Strengthening: We create value when we facilitate opportunities to bring individuals and families with different backgrounds together to cultivate relationships in order to achieve a shared understanding of the importance of diversity, inclusiveness and equality

SUMMARY OF THE POSITION: – Corazón Healdsburg is hiring a bi-cultural and bilingual (Spanish and English) full-time salaried **Associate Director, Social-Economic Impact** will directly oversee the programs under three of Corazon Healdsburg's strategic priorities: Life Skills and Wellbeing Training Center, Center for the Latin-American Entrepreneurship, and Holistic Workforce Development Program. The three strategic priorities focus on increasing the economic mobility of participants by building tangible skills that improve quality of life, enhance employment, education levels, and economic empowerment to help build stability, resiliency and wealth over time.

Life Skills and Wellbeing Training Center include the following four key initiatives:

- Adult Education
- Workforce Development
- Financial Stability
- Quality of Life

The two strategic priorities, Latin-American Entrepreneurship and Holistic Workforce

Development Program, include the following four key initiatives:

- Infrastructure
- Partnerships
- Programming
- Impact

WHO YOU ARE:

- Deeply dedicated to building programs that support 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.

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: Life Skills and Wellbeing Training Center, Center for Latin American Entrepreneurship & Holistic Workforce Development 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, track, and manage program budgets in conjunction with and support of Director, Community Services.

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
- 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 jesus@corazonhealdsburg.org