TITLE: Mayfair Coordinator, Vecinos Activos
REPORTS TO: Program Manager
CLASSIFICATION: Program, Non-Exempt, Salary, Full-Time
COMPENSATION: $46,000-$52,000/year plus benefits including: medical, dental, vision, life insurance, paid holidays, sick time, 401K plan

Job Summary:
The Mayfair Coordinator develops strong organizing leadership in the predominantly immigrant Mayfair community amongst neighborhood residents and school parents; facilitates solution-based discussions around multi-generational challenges and supports the development of community strategies to support a thriving and vibrant Mayfair.

The Mayfair Coordinator reports directly to SOMOS Mayfair’s Community Organizing & Policy Manager and works alongside a team to develop strategies for authentic community decision-making in our local and county government. The Coordinator will be charged with the recruitment of parent leaders and provide training and skill building in community organizing and action to work with our City and County officials, and other partners and bring parent solutions to fruition. The Coordinator will work with the Program Manager to support organizing strategies that result in increased leadership and policy change in our communities across Mayfair and East San Jose. The Coordinator prioritize working with community to develop leadership, educate community, and mobilize groups of people towards action to successfully complete campaign goals. The coordinator will be responsible with supporting the Community Organizing Manager with building alliances, partnerships locally to increase voice of parent/community members in the organizing process.

Organization Background:
SOMOS Mayfair was created in 1997 to address the chronic crises that resulted from the high rates of poverty in the Mayfair neighborhood of East San Jose. As SOMOS has effectively and comprehensively responded to community needs we have honed our focus on building the power of our community to proactively address community self-determination and long-term community change. The mission of SOMOS Mayfair is to support children, organize families, and connect neighbors to uplift the dreams, power, and leadership of community and address systemic inequities.

Duties and Responsibilities (approximate % of time & priority):
Grows SOMOS’ capacity to increase parent resident leadership and community organizing skills school and neighborhood campaigns (60%)
- Support SOMOS Mayfair organizing teams to develop leadership of parents and community residents prioritizing the Mayfair neighborhood and the Alum Rock Union School District enrollment zones, by conducting workshops, action plans, and developing leadership based on neighborhood and city-wide campaigns;
- Develop strong action-based programming and timeline that include outreach, curriculum development, policy and advocacy training, evaluation, children assessments and continued family engagement;
- Develop concrete strategies and activities along with community to support the overall goals of the Mayfair Equity Platform and our organizing campaigns;
- Developed leadership of participants to increase the overall community power to advance the Mayfair Equity Platform and hold school, city and county decision makers accountable
- Meet individually and in groups with community leaders to provide constructive feedback and
observation, as well as to assist with conflict resolution and problem solving as needed;

• Coordinate work with all Mayfair coordinators to align organizing strategies, platform, outreach, and strategic direction across all community leaders and schools;
• Work with Program Manager & Director to develop messages, decisions making structures, and analysis of Community Power;
• Supervise external contracts to support the delivery of organizing and leadership development as needed;

External Relationships & Regional Advocacy (20%)

• Establish productive working relationships and collaborative arrangements with community groups, organizations, institutional decision makers and agencies to ensure and promote the long-term organizational mission and goals;
• Represent SOMOS Mayfair at meetings with external stakeholders and allies;
• Participate in regional and statewide efforts to advance the efforts of Promotores and community organizers working in neighborhoods like Mayfair;
• Organize community and stakeholder analysis to uphold and reconcile different interests impacted by ongoing organizing activities, tactics, and goals;
• Support with external and regional campaign endorsements as needed.

Impact Evaluation (15%)

• Support with SOMOS Mayfair’s annual evaluation strategy;
• Ensure program evaluation tools are correctly utilized to measure impact with group participants;
• Conduct strategic evaluation of program area with support Program Manager biannually;
• Conduct strategic planning with leaders in program area as well as collectively in team to ensure program effectiveness, deep and sustainable impact and continuous growth.

Professional Development (5%)

• Create an annual professional development plan to develop or strengthen essential skills and seek opportunities for greater and on-going learning, including community organizing models and the practice of popular education pedagogy;
• Support and supervise Program Assistants as needed;
• Participate in agency wide decision-making arenas and in regular internal political education as needed;
• Contribute to the development of organizational worldview and development of strategic plan.

Required Qualifications:

• Deep passion and commitment to advancing racial, economic and social justice in immigrant, working class communities;
• Experience in community organizing, community leadership development or peer-to-peer service delivery models (ie. Promotor) in working poor, immigrant communities;
• Expertise in outreach, turn out, public presentations and group facilitation;
• Highly motivated, time management skills, team player, and eager to learn
• Excellent oral and written communication skills and ability to communicate with a broad audience;
• Ability to interact well with young children and adults;
• Computer proficient in MS Word, Excel, Zoom or web meeting platforms, internet and e-mail.
• Bilingual/biliterate Spanish-English;
• Valid California driver’s license and proof of auto insurance required;
• Fingerprint and background check required.
Preferred Qualifications:
- Experience with research community-based land-use and development strategies.
- Experience with coalition building and policy advocacy a plus
- Experience with storytelling and media campaigns a plus
- Experience in applying popular education methodology;
- Knowledge of local community resources and agencies;
- Deep understanding of root causes impacting housing needs in marginalized and poor communities;
- Experience with research tools and methodologies.

Location & Response to COVID-19
The Coordinator position normally operates out of SOMOS office located in the Mayfair neighborhood of East San Jose. Due to circumstances caused by the novel coronavirus, the team at SOMOS is currently working remotely. Recognizing that this is a highly unusual and rapidly evolving situation, questions or concerns around location and work logistics will be openly addressed during the hiring process. Candidates should, however, expect to work on site at SOMOS office whenever it has been deemed safe to return to work by local/state governments.

To Apply
We encourage you to forward this announcement to others who may be interested. The position will remain open until filled. Please apply by submitting a cover letter and resume to:

Human Resources
Somos Mayfair
370-B South King Rd.
San Jose, CA 95116

Or via e-mail at: info@somosmayfair.org

Somos Mayfair is an Equal Opportunity Employer (EOE). Applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, gender identity and gender expression, disability or veteran status.

For more info contact us at (408) 460-2751 or learn about us at: www.somosmayfair.org