Leadership Development Coordinator

Our mission is to support children, organize families, and connect neighbors to uplift the dreams, power, and leadership of community and address systemic inequities.

SOMOS Mayfair was created in 1997 as a place-based, community-led initiative to address the systemic inequities in the Mayfair neighborhood of east San Jose. We are generations of immigrants, rooted in a vibrant community, who nurture healthy families and speak out for justice in Silicon Valley. SOMOS effectively operates with the evolving needs of the community and with the emerging opportunities for regional partnerships. In the past five years this has led SOMOS to focus our efforts on building the power of our community through leadership development, programming for multi-generational families, and community organizing.

Over its history, SOMOS has built a deep and lasting set of organizational strengths and norms that include:

- Commitment to SOMOS Mayfair platform and values.
- Deep passion to advance social justice in immigrant, working class communities.
- Strong moral principles and values; trustworthy, honest, and respectful of others.
- Deep respect demonstrated in communication with community, staff, board, and partners.
- Focus on seeking common ground among stakeholders.
- Professionalism in quality of work, representation of the organization.
- Capacity to nurture and cultivate healthy working relationships and communication.
- Commitment to ongoing learning and growing capacity within the organization.

Leadership Development Coordinator

The Leadership Development Coordinator is a member of the Learning and Leadership Development Team. Together with the Learning & Leadership Development Manager and LD Program Assistants, the LD Coordinator will help set the direction for developing strong collective leadership and mutual aid infrastructure among families in Mayfair and beyond. They create tools, facilitate skill-building and political education workshops, provide technical assistance and coaching, and develop strategies that create cohesion and alignment across the organization and support a leaderful movement. The LD Coordinator also helps SOMOS capture and learn from our impact through innovative approaches to evaluation and storytelling.

Ideal Candidate Qualifications and Qualities

- Deep passion and commitment to advancing social justice in immigrant, working class and multi-generational communities and for building grassroots, popular education-based, alternative systems for collective learning and wellbeing.

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Desire and commitment to developing new, innovative strategies, while implementing and executing quality work
Interest in implementing community-based leadership development models and mutual aid
Commitment to nurturing healthy working relationships and communication and ability to work effectively and collaboratively with diverse groups and organizations
Consistently high-quality analysis, decision-making and judgment

Key Knowledge, Skills, and Abilities
Experience working in community organizing and leadership development
Experience in applying popular education methodology, group facilitation and in developing trainings
Excellent oral and written communication skills and ability to communicate with a broad audience
Preference for experience supervising volunteers, leaders and/or staff
Computer proficient in Google Drive, Docs and Sheets, and e-mail
Bilingual/biliterate Spanish-English required
Able to work flexible hours, including nights and weekends
Fingerprint and background check may be required

Duties and Responsibilities (approximate % of time)

Training, tools, and technical assistance (60%)
- Work with SOMOS Collective to continue updating and sharing our Leadership Development Model and Vision and approach to mutual aid
- Develop Leadership Development and mutual aid strategies and tools and provide technical assistance to support SOMOS’ program staff and mentors to carry out our Leadership Development Cycle and sustain SOMOS’ Diamante network
- Support the planning, coordination, and facilitation of meetings, convenings and special events for the SOMOS Collective
- Oversee the movement of leaders throughout SOMOS programs

Supervision and Leadership Development (15%)
- Supervise the work of volunteer leaders and contractors assigned to the Leadership Development team
- Support the leadership development process of Leadership Development leaders

Impact Evaluation (15%)
- Develop and implement strong evaluation methods to capture the impact of Leadership Development and Diamantes, including the annual Leadership Development Evaluation
- Collect, organize, and analyze data for the purposes of strategy-building and engage in creative approaches to documenting and telling the story of the work
- Conduct strategic evaluation of the program area with support from the Learning and Leadership Development Manager
- Conduct regular and consistent strategic planning with leaders and the rest of the team to ensure deep and sustainable impact and participate in organizational planning processes

External Relationships & Regional Advocacy (5%)
- Develop strong working relationships with key partners to advance our vision and goals
- Communicate the Leadership Development model, vision, and strategic approach both internally and externally
- Participate in efforts focused on mutual aid and leadership development and engage in ongoing learning exchanges with other groups

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Administration and Professional Development (5%)

- Create and execute an annual work plan
- Create and execute an annual professional development plan to develop or strengthen essential skills and seek opportunities for greater and on-going learning, including practices in leadership development, promotor models, mutual aid, community organizing and the practice of popular education pedagogy
- Participate in organizational decision-making spaces and in regular internal political education as needed
- Contribute to the development of organizational world-view and development of strategic plan
- Participate in SOMOS Mayfair staff and program meetings and training and support major organizational campaigns and projects
- Participate in SOMOS Mayfair fundraising activities

Location & Response to COVID-19

The Mayfair 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 on a hybrid model (mixture of in-office and remote work). 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

Please apply by submitting a cover letter and resume, via email at: jobs@somosmayfair.org, with job title on the subject line, or at our HQ location: 370-B S King Road, San Jose, CA.

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

For more info contact us at (408) 460-2751 or learn about us at: WWW.SOMOSMAYFAIR.ORG

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