TITLE:  
Sí Se Puede Collective Initiatives Manager

REPORTS TO:  
SSPC Director, SOMOS Mayfair

CLASSIFICATION:  
Full Time, Management, Exempt

SALARY:  
$70,000 per year plus benefits including: 100% employer-covered medical, dental, vision, life insurance; paid holidays, sick time, 401K plan**

**Because we know the practice of compensation negotiation can contribute to pay inequities, this compensation rate and package is non-negotiable.

The Sí Se Puede Collective (SSPC) is thrilled to be hiring another dedicated staff member! This is an opportunity for a skilled leader to help shape the next phase of impact of a dynamic Collective whose strategies and interventions continue to grow in complexity, scale, and reach.

**Background of the Sí Se Puede Collective (SSPC)**

The SSPC is comprised of five anchor organizations in the Mayfair neighborhood of East San José – Amigos de Guadalupe, Grail Family Services, the School of Arts and Culture at the Mexican Heritage Plaza, SOMOS Mayfair, and Veggielution. The SSPC formalizes the shared commitment of these organizations to serve low-income families living the Mayfair community. By coordinating the work of these organizations, the SSPC aims to produce a much greater positive impact in the community than any one organization can do alone.

**Vision, Mission, and Strategies of the SSPC**

The vision of the SSPC is for a Mayfair community that is rooted and thriving, where resilient families have confidence in their gifts, choices, and dreams.

The mission of the SSPC is to leverage the collective’s creativity, services, and advocacy to create opportunities and access to basic needs, education, literacy, and community engagement.

The individual organizations of the SSPC are committed to the following impact strategies to achieve its vision and mission:

- Promote a shared vision and sense of belonging that honors the artistic and cultural identity of Mayfair and empowers the community.
- Promote quality learning for all children with a focus on student success.
- Ensure youth are culturally competent to navigate and experience the broader world.
- Provide culturally competent, impactful, and coordinated services and resource referrals to meet the needs of families.
- Promote community-led advocacy and organizing efforts for policy and systems change.
• Promote smart development without displacement in the Mayfair community.

Organization Background – SOMOS Mayfair

SOMOS Mayfair functions as the backbone agency of the SSPC and as the hiring partner for this position. SOMOS Mayfair will be the home-base of the SSPC Manager; however, the expectation is that this position will work amongst the Collective partners as part of its role.

SOMOS Mayfair was created in 1997 (originally as the Mayfair Improvement Initiative) to address the chronic crises that resulted from the high rates of poverty in the Mayfair neighborhood of east San José. Over the years SOMOS revamped itself to most effectively operate as the needs of the community and the opportunities for regional partnerships evolved. 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.

Position Summary

The SSPC has been developing several East Side San Jose neighborhood initiatives; including Jobs to Grow (a job development program in childcare and food sales), HUBS/Outreach Initiative (outreach and referrals services among the five organizations), Income Justice Pilot (a guaranteed income pilot study), and an alternative community ownership infrastructure (a non-profit model to support community housing and economic development ownership)

To support the Collective’s strong mission and values, and to execute on the imperative need to elevate community voice, the SSPC Manager will play a key role to continue to build and sustain the infrastructure of the Collective. As a leader, the SSPC Manager will constantly balance individual organizational needs, collective goals, and innovative approaches to ensure the intended impact is delivered in our target communities.

This position will help supervise other SSPC “shared” staff and will work under the direct supervision of the SSPC Director. Current SSPC staff positions include a Communications Coordinator and a Program Evaluation Manager. Both positions support the SSPC on a half-time basis.

Duties and Responsibilities

The SSPC Manager will facilitate, coordinate, and integrate the SSPC’s initiatives, activities, and work of the SSPC in the Mayfair community. The Manager will leverage the individual activities of the member organizations to unify and maximize the impact of the SSPC’s work. In this way, the SSPC Manager will ensure that the partner organizations are achieving the Collective’s objectives in an integrated and holistic way. Specifically, the SSPC Manager would be responsible to coordinate with the partner organizations and help facilitate integrated actions across the partner organizations with a focus on cross-learning; accountability; and producing consolidated reports and action items for the partner organizations. The SSPC Manager provides analysis and information to the SSPC Director for the SSPC’s Governance Committee’s overall strategic direction.

The SSPC Manager’s primary responsibilities include:

Edited 08.23.2022 (gh)
• Communicating and coordinating between partner organizations to execute and meet the goals and deliverables of the SSPC Initiatives.
• Coordinating the activities of the partner organizations to carry out strategic plan objectives and goals. Working with the SSPC Director on the following:
  o Monitoring and evaluation of objectives and project or grant deliverables.
  o Planning and reporting on any objectives and project or grant deliverables.
  o Support for planning and management of budgets, especially for projects or grants.
  o Providing administrative support for the SSPC, such as scheduling meetings; facilitating meetings; providing meetings summaries, and action items.
  o Acting on any reasonable request from the leadership of the SSPC’s partner organizations.
  o Supervising other SSPC staff as directed.

External Relationships:
• Maintaining productive working relationships and collaborative arrangements with funders, City, County, State, School, and other public jurisdiction, and community partners.
• Conducting critical community and stakeholder analysis to uphold and reconcile different interests to advance our Collective work.
• Representing the SSPC at meetings or community events with external stakeholders and allies as directed.

Required Qualifications:
• Three (3) years of project management experience (e.g., planning, monitoring, and evaluation) in a community centered context.
• Strong experience in monitoring and evaluation of complex projects.
• Experience in organizational representation, coordination, and acting as a liaison among various stakeholders.
• Experience in narrative and financial reporting on projects to various stakeholders.
• Experience in implementing projects within partner networks; and experience in managing such networks.
• Deep passion and commitment to advancing social justice in immigrant, working class communities.
• Cultural sensitivity and proven experience in working with underserved communities.
• Excellent conceptual, planning, organizational, and leadership skills.
• Excellent communication, negotiation, and problem-solving capacities.
• Ability to take critical feedback and work collaboratively to address challenges.
• Willingness and ability to work from home as needed or required by local Public Health Officials.
• Willingness and ability to work some evenings and weekends; up to two times per month.

Preferred Qualifications:
• Experience working in Coalitions, Community Development Corporations, housing, and other economic development work.
• Strong communication/facilitation skills
• Desire to work in high pace environments and group environments
• Experience working in community organizing and/or advocacy for policy change.
• Experiences working with BIPOC communities of color.

Edited 08.23.2022 (gh)
• Strength based approach while engaging with community participants
• Fluency in English and Spanish (written and spoken).
• Strong computer literacy skills.
• Valid California Driver’s License and proof auto insurance.

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) 251-6900 or learn about us at:
www.somosmayfair.org