POSITION OVERVIEW

The School of Arts and Culture at Mexican Heritage Plaza (SOAC) is a cultural institution that serves both the creative sector and its local neighborhood. Part of our efforts include implementing the Park to Plaza partnership with Veggielution, a sister organization, to create a free farmers’ market experience that is culturally relevant and inclusive to our Mayfair Community. SOAC is seeking a creative team player to become our Community Support Coordinator. This role will be critical in supporting and coordinating our transition from a traditional Food Distribution to a community-centered Mercadito. The communities we serve include local Mayfair residents that are predominantly Vietnamese and Spanish speaking. Our programming, collateral, and community engagement whenever possible should reflect the communities that we serve. The compensation for this role is $20.00 per hour for approximately (20 to 24) hours per week with some flexibility based on need and supervisor approval. Applications and nominations will be accepted until the position is filled.

ORGANIZATIONAL BACKGROUND

SOAC envisions a world where creativity inspires compassion and vibrant communities. The organization’s mission is to catalyze creativity and empower community. SOAC is guided by the following values:

- **CREATIVITY**: We believe in the transformative power of the arts. Creativity is the foundation of our humanity.
- **HERITAGE**: Heritage encompasses cultural traditions and foundations that groups share. We connect to our collective past experiences as they inform and help to define current contexts and future hopes. We celebrate our heritage even as we create new experiences.
- **INCLUSION**: Inclusion is a state of belonging. The School believes that equitable access to resources ensures a thriving community. Therefore, the Mexican Heritage Plaza is open and welcoming to everyone.
- **PLACE**: The concept of place is broader than a single facility. As an anchor organization for East San Jose, the School of Arts and Culture activates the vibrancy and celebration of our local community. We take pride in the richness and potential of our Eastside neighborhoods.
- **SERVICE**: The School considers itself a servant of the community. We recognize that in order to inspire leadership, we must approach every interaction from a place of humility and respect.

With a dynamic staff, the SOAC delivers unique classes, activates the Mexican Heritage Plaza (MHP) through community events, and offers cultural programs that embrace all, while rooted in Mexican Arts. By activating the MHP, the SOAC serves local residents by engaging over 150,000 people annually in community events and arts experiences.

POSITION DESCRIPTION

The Community Support Coordinator will support tasks related to SOAC’s food distribution efforts, an activity offered under the organization’s flagship program, Community Engagement Program (CEP), which is the activation of our space. This position works closely with SOAC’s Mercadito Staff Lead and will support the creation and implementation of Mercadito, including the outreach and coordination of live musical performances, art activities and kits, community resources, cooking demonstrations, and other partner-based activities to engage and celebrate our vibrant community with creativity and compassion, while focusing on curating a safe and welcoming environment. Among their qualities, the Community Support Coordinator should be thoughtful, perceptive, reliable, and action-and community-oriented. Direct support for the Community Support Coordinator will include one-on-one’s with colleagues and management staff, an onboarding process, work plans and defined tasks, a commitment to debriefing, and a capacity-building approach. This role is a part-time, non-exempt position that will be supported by the Mercadito Staff Lead with oversight from the CEP Senior Program Manager. Below you will find the expected work areas and responsibilities.

GENERAL RESPONSIBILITIES AND DUTIES

**Community Outreach and Administrative Support (40%)**

1) Recordkeeping and coordination of volunteer outreach and day of responsibilities
2) Maintain a steady pipeline of volunteers, including partner referrals, corporate and nonprofit teams, and community stakeholders. We should actively recruit volunteers that reflect the communities we serve.
3) Distribute MarCom materials, including printing and posting flyers in the surrounding community and working with our MarCom team to post critical information about our Mercadito.

4) Schedule bi-monthly Mercaditos, draft email summaries for leads (pre-event) and debriefs (post-event).

**Day-of Mercadito Support (25%)**

1) Driving/updating logistics for Mercadito day, including gathering, and setting up materials, being proactive with communication and relevant team information, and overall logistics

2) Co-lead Opening Circle for volunteers at the start of distribution.

3) Serve as a voice or pulse for community feedback, and be a liaison between the Mercadito team and our organization

**Programmatic Curation and Coordination (25%)**

1) Conduct artist/live music performance outreach and coordinate with the CEP and Events Department, Production Team, and Mercadito Staff Lead.

2) Serve as a point of contact for artists and community partners on day-of Mercadito days

3) Provide in-person outreach with MarCom materials to community partners such as Cashion Cultural Legacy, Calpulli Tonalehqueh, Teatro Visión, etc.

**Stewardship and Implementation of Mercadito (from Food Distribution) (10%)**

1) Support a welcoming environment for our community to receive food and connection

2) Support Park to Plaza partnership with Veggielution

3) Provide space for community to access resources, engage in activities, and experience something positive (beyond a typical food distribution)

4) Activate and be an ambassador of the SOAC organization’s values

**REQUIRED QUALIFICATIONS**

1) Fluent in English/Conversational in Spanish (Vietnamese preferred).

2) An ability to research, be resourceful, work independently, and take initiative

3) Strong written and public speaking communication skills

4) An advanced understanding of computer technology

5) Must work a minimum of twenty (20) hours a week, unless noted or agreed upon in advance

**APPLIED QUALIFICATIONS**

1) Cultural sensitivity and awareness to the unique challenges and opportunities of the East San Jose community

2) Commitment to continuous learning and improvement; an optimistic and collaborative work style

3) Ability to work collaboratively with organizations in the Mayfair Neighborhood

4) Comfort with a high-paced, multi-tasked work environment

**ROLE EXPECTATIONS AND EXAMPLE WORK SCHEDULE**

1) Up to 24 hours per week for Mercadito

2) Schedule: Tuesdays, Wednesdays, Friday, 9:30 am-6:00 pm (with a 30-minute lunch break)
   - Tasks will be broken down by hours
   - Debriefs and meetings set in advance
   - Have conversations in person, with Mercadito Staff Lead or CEP Senior Program Manager present when Community Support Coordinator is onsite

3) Be intentional; plan well in advance, follow through; hold accountability with tasks and responsibilities, while also being nimble with details and components that need to be defined

**HOW TO APPLY**

Send resume to the following contacts:

Edgar Ochoa “CEP Senior Program Manager” at Edgar@schoolofartsandculture.org

Emiko Pereyra “Community Events Coordinator” at Emiko@schoolofartsandculture.org

For more information, please visit http://schoolofartsandculture.org