



MECCA

MULTI-ETHNIC COLLABORATIVE
OF COMMUNITY AGENCIES

THE MULTI-ETHNIC COLLABORATIVE OF COMMUNITY AGENCIES PROGRAM COORDINATOR

POSITION OVERVIEW:

The function of the Program Coordinator is to be an active team member of the Programming Department and to work closely with both the Collaborative Manager and front-line programming staff in ensuring the highest quality of MECCA's programs. The Program Coordinator is responsible for conducting regular appraisals of MECCA's programs, overall programmatic elements, community engagement, compiling and submitting weekly reports. The Program Coordinator is also expected to contribute to the innovative design of the program and outreach to increase MECCA's impact within its communities.

CLASSIFICATION: Programs (Full Time, Non-Exempt)

REPORTS TO: Collaborative Manager

SUPERVISES OTHERS: No

KEY RESPONSIBILITIES:

Administrative

- Submit weekly reports on program progress on completing deliverables and outcomes
- Assist with weekly and monthly report compilations, measure collection, and other program data collection

Front-line Program Coordination

- Provide support for front-line programming staff with the development and coordination of engagement activities
- Assist program staff in conducting outreach to increase awareness about program particularly for multicultural and other underserved communities
- Develop and implement programming strategies that will maximize program impact in collaboration with staff

Program Development

- Assist in carrying out assessment and statistical tools and measures in order to effectively evaluate the program and work on measurement quality assurance
- Assist program staff with ensuring MECCA complies with all of its funding and contractual agreements
- Assist in the development of outreach, training and program initiatives
- Assist in developing systems for improving participant data collection and improving quality assurance and results
- Assist in tabling events and resource events
- Attend all mandatory meetings

Communications

- Conduct program community outreach and develop program marketing materials in collaboration with Program Manager and Director of Programs
- Develop communications systems, calendars, marketing systems, and ensure approvals of flyers
- Promote the program in the community through social media, marketing campaigns, community events and conferences
- Develop program reports in collaboration with the Program Manager and perform other duties as assigned

MINIMUM QUALIFICATIONS:

- Bachelor degree in social work, psychology or other related field.
- 1 year of previous experience working in a multidisciplinary team.
- Must have excellent interpersonal communication skills.
- Must have excellent networking, organizational, communication and listening skills.
- Demonstrated cultural competence and knowledge of culturally responsive practices.
- Working knowledge of research and evaluation methods.
- Working knowledge of programs and services available in Orange County.
- Strong coordination, communication, outreach and advocacy skills.
- Occasional weekend hours as needed, ability to work a flexible schedule and available to staff for consultation.
- Ability to do some travel for conferences, meetings, events and trainings.
- Bilingual/Bi-literate in Spanish, Korean, Vietnamese, Farsi, Arabic, Khmer or other language(s) preferred.
- Valid CA Driver's License and reliable transportation with proof of car insurance.
- Must pass criminal background check.

PHYSICAL, MENTAL, AND ENVIRONMENTAL DEMANDS AND CONDITIONS:

- Must possess body mobility to stand and/or sit frequently or for an extended period of time at meetings, trainings, conferences or community events in office or offsite community locations
- Must be able to function effectively in a standard office environment and have the ability to move about to perform daily office tasks such as access files cabinets and office machinery
- Prepare and present presentations with appropriate technology and teaching resources
- Must be able to communicate information accurately, clearly and concisely in normal vocal tone
- Must be able to transport laptop, files and/or other materials to and from meetings and events
- Must be able to drive to and from meetings and do site visits with community agencies
- Must possess manual dexterity sufficient to use hands, arms and shoulders to operate a keyboard, take notes, utilize office equipment, complete and file reports, and file and copy documents
- Must possess vision sufficient to read standard text and drive a vehicle
- Must possess the ability to independently reason logically to analyze data, reach conclusions and make recommendations as required in the accomplishment of job duties

COMPENSATION: \$23-\$25 an hour

LOCATION: Santa Ana, CA

** Temporary Hybrid position - the duties of this job may be performed remotely and by virtual communications during times such as the COVID-19 pandemic and/or at the discretion of supervisor*

BENEFITS:

- Medical, vision, and dental insurance
- Term life insurance with ADD
- Employee Assistance Program
- Professional development reimbursement
- 14 paid holidays + 1 paid floating holiday

Equal Employment Opportunity: MECCA is an at-will and equal opportunity employer and seeks to employ and assign the best qualified personnel in a manner that does not discriminate based on race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve and National Guard status or any other status or characteristic protected by law.