Latinx Empowerment and Advocacy Program Coordinator

The Coalition for A Better Acre (CBA) is a membership-based community development corporation dedicated to resident empowerment and sustainable community revitalization for current and future residents of Lowell and Merrimack Valley. We promote healthy, vibrant neighborhoods by developing resident leaders, affordable housing and economic opportunities, and by responding to community needs through collective actions.

Position Summary
Coalition for a Better Acre (CBA) is seeking a full time Program Coordinator to develop a new walk in service program specific to Spanish speakers. This position requires an understanding of resources available in the community and the ability to speak Spanish. The Program Coordinator will be translating documents, referring members to community resources, filling out applications, building relationships with community members and partners.

Essential Functions/Responsibilities

- Work with the Director of Programs in developing a program budget, workplan, and strategies for execution of workplans
- Develop scope of services for walk in program
- Assist members in translating documents, filling out documents, and guiding community members to resources in the community
- Coordinate and Facilitate Spanish Empower workshops
- Organize and mobilize community members around issues that are relevant to their needs
- Cultivate relationships with community members and partner organizations
- Conduct program evaluation, data collection, data input into our software, and make necessary adjustments to program based on the data analysis
- Create systems and processes of walk in services provided
- Create a case management system for each member utilizes CBA’s services
- Manage outreach to neighborhood residents, residents of CBA properties, and CBA members through door knocking, one on one meetings and larger community meetings
- Maintain positive relationship with partners and funders and supply necessary program data to Resource Development Manager
- Represent CBA in the Lowell community at events, meetings and other public activities
- Work collaboratively with the rest of the organization and find ways to integrate programs with other departments to achieve CBA’s overall goals
- Support other Program Coordinators in their focus areas
- Other duties and responsibilities as assigned
OUR IDEAL CANDIDATE

Our ideal candidate will have a passion for community-based development, community engagement, outreach skills, people skills, trouble shooting skills and will have many of the following skills and experiences:

- Bi-lingual in Spanish required
- Ability to develop and implement programs
- A passion for helping community members access resources in the community and community development
- Understanding of community resources in the Greater Lowell area
- Outgoing individual with strong interpersonal skills
- Ability to trouble shoot problems
- Ability to work effectively with diverse groups and individuals
- Ability to manage multiple tasks in a responsible and dedicated manner
- Excellent oral and written communication skills
- Comfort using technology for organizing, including spreadsheets, databases, word processing, computer graphics, and social networking platforms
- Must be able to work flexible hours
- B.A. or equivalent in work experience preferred

To apply for this position: Please submit a resume and cover letter, including your salary requirements, to Pamela Miller of the Coalition for a Better Acre at pamela.miller@cbacre.org

CBA offers a competitive salary and benefits package.

We are an Equal Opportunity Employer and consider qualified applicants for employment regardless of expression, age, color, religion, disability, veteran status, sexual orientation or any other protected class.