

Project Coordinator West Marin Community Resilience Team (CRT) Job Description

About WMCS

West Marin Community Services (WMCS) is the central hub for a diverse range of services that support our neighbors in West Marin who are struggling to make ends meet. We adapt to ever-changing circumstances, address needs not met by other organizations or government programs, and work to bring our community closer together. For more than 40 years, we have responded to crises with vital support taking many forms – supplying food, clothing and household items, referrals for county, state or federal support services, sponsorship of other local non-profits, and much more to community members in need.

About the West Marin CRT

Public health and disaster resources are offered by WMCS in partnership with [San Geronimo Valley Community Center \(SGVCC\)](#) engendered by the COVID-19 pandemic. Public health efforts now include overdose prevention, blood drives, health fairs, lifesaving skills classes, and connecting folks with Marin County health resources in partnership with many local agencies and healthcare providers. Disaster resources are coordinated with local disaster councils, Community-Based Organizations (CBOs), news outlets, and many other agencies in the interest of preparing the community for extreme weather.

Job Overview

We are seeking a dedicated and responsible individual to join our compassionate team as our West Marin CRT Coordinator. This person will coordinate West Marin CRT with SGVCC keeping up to date on public health and disaster information fostering a robust communication system.

Pay: starts at \$29 per hour depending on experience.

Job type: in-person, at least 25 hours per week. Additional hours are expected to become available for other special projects, the person in this position may reach full-time if desired.

Ideal start date: Monday July 1.

Schedule: Monday through Friday roughly between the hours of 9am – 5pm. Some occasional events and meetings occur after 5pm and on weekends.

Location: WMCS Resource Center and Food Pantry in Point Reyes Station.

Benefits: Paid time off, vacation, sick time, holidays, and employer paid health insurance.

Application: Please send resume, cover letter, and 3 references to [hiring@westmarincs.org](mailto: hiring@westmarincs.org)

This role will frequently interact with those who are experiencing mental health challenges, in crisis, experiencing homelessness, and/or prefer to use Spanish to communicate.

Position Summary and Duties

General (20%)

- Acutely aware of the [Marin Health and Human Services' Community Resiliency Teams Initiative: A Zone-Based Approach to Health Equity](#) in the capacity of this position.
- Collects all data in relation to the project and reports to the Director of Programs.
- Support CRT and Public Health contract reporting.
- Assists with other program areas and other general duties as requested.
Including but not limited to:
 - Training staff on disaster safety and public health protocols
 - Emergency preparedness
 - Workplace safety
 - Update the Continuation Of Operation Plan (COOP).
 - Assist with general Resource Center, Youth Services, and other programs as needed.

Communication (60%)

- Facilitate, execute, and maintain communication and outreach strategies to effectively engage partners and the community.
- Develop and foster community partnerships as it relates to public health and disasters.
- Facilitate and lead bi-weekly community meetings.
 - Setting agenda, leading meetings, organizing members, speakers, and partners.
- Coordinate and work closely with Marin County Public Health on setting up public health services, relaying community needs, building community networks, sharing/disseminating information, strategizing on outreach.
- Maintain, update, and contribute to CRT roster and partnerships.
- Collect and disseminate information to partners and public in various forms – social media, media appearances, and email newsletters.
- Partner with West Marin organizations on outreach, messaging, and information sharing.

Execution of Services and Supplies Distribution (20%)

- Coordinate and implement public health and disaster outreach strategies in West Marin.
- Manage supplies ordering for public health supplies including training and educating staff.
- Plan and execute community education events with partners in relation to CRT work.

Preferred Competencies

- Ability to work well independently and as a member of a team.
- Strong abilities and experience in community engagement and leadership.
- Bilingual skills in English and Spanish: speaking and writing.
- Welcoming demeanor; able to relate to a wide variety of people.

Minimum Qualifications

- Minimum of Highschool or GED diploma.
- At least two years of overall professional experience in leading groups.
- Excellent organizational and management skills.
- Excellent written and verbal communication skills.
- Excellent interpersonal communication skills.
- Experience in grant reporting and management.
- Computer literacy: mastery of Microsoft Office Suite and proficiency in data collection.
- Understands the needs of the West Marin community.
- Must possess and maintain a valid California Class C driver's license with satisfactory record.
- Able to lift/move items up to 40 lbs.
- Able to sit and work at a computer for long hours.

Equal Opportunity Employer Committed to Workforce Diversity

WMCS policy on equal employment opportunity prohibits discrimination based on race, religion, national origin, gender, sexual orientation, gender identity, age, physical or mental disability, or veteran status. This policy applies to recruiting, hiring, promotions, terminations, compensation, and benefits.

Studies have shown that women, BIPOC, AAPI, and LGBTQ+ people may be less likely to apply for jobs unless they meet 100% of the qualifications listed. **We encourage you to apply even if you do not meet all the above qualifications and qualifications. Preference will be given to applicants who speak Spanish.**

We are interested in finding the best candidate for the job, and that candidate may come from a less traditional background. We want someone who believes in our mission and can contribute to our team in a variety of ways.