

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

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 community needs 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

The Community Resiliency Teams (CRT) is a Marin County Public Health initiative to improve community awareness and knowledge of public health threats, prevention, and mitigation strategies, and to increase access to support and resources in Marin County. The CRT was initially developed to respond to the COVID-19 pandemic and has since evolved to support broader public health priorities in Marin County. The public health priorities in Marin County include emergency preparedness (including the effects of climate change), overdose prevention and access to services. The West Marin Community Resiliency Team is co-led in partnership with the San Geronimo Valley Community Center and collaborates with local partners.

Position Summary

We are seeking a dedicated and responsible individual to join our compassionate team as our West Marin CRT Coordinator. The CRT Coordinator will lead and coordinate the West Marin Community Response Team (CRT) in collaboration with the San Geronimo Valley Community Center (SGVCC). They will focus on developing and implementing initiatives and activities that address the Marin County public health priorities and the needs of the West Marin community, in collaboration with the CRT partners. This person will also play a role in communicating with West Marin community members and partners to promote efforts and share critical information. **This role may frequently interact with those who are experiencing mental health challenges, in crisis, experiencing homelessness, and/or prefer to use Spanish to communicate.**

Job type: Full-Time, in-person; 32 hours per week

Schedule: Monday through Friday roughly 9am – 5pm, occasional evenings and weekends as needed, based on project needs.

Ideal start date: November 2, 2026

Location: Point Reyes Station, CA serving West Marin, with occasional meetings and events throughout West Marin and greater Marin County.



Every one. All ways.

Reporting Structure: Reports to the WMCS Director of Programs and works in partnership with the San Geronimo Valley Community Center (SGVCC) to co-lead and coordinate the West Marin Community Resiliency Team.

Salary and Benefits

Pay: \$29- \$32 per hour depending on experience

Benefits

10 days paid vacation per year, 10 days of sick leave per year, 2 Personal Days (Floating Holidays) per calendar year (one every 6 months), 7 paid holidays per year, and employer-paid health insurance, enrollment in CalSavers retirement program

- Holiday Closure Benefit: To support staff wellbeing and rest, the organization provides a paid year-end closure between Christmas and New Year's.

Duties and Responsibilities

Community Resiliency & Partnerships

- Acute awareness of the Marin Health and Human Services' Community Resiliency Teams Initiative: A Zone-Based Approach to Health Equity in the capacity of this position.
- Develops relationships and collaborates with community members and organizations and uses community input to inform programs and services to address community health and resilience.
- Meets regularly with Marin County Public Health to discuss West Marin CRT's goals and the support and resources needed in West Marin.

Program Planning, Data & Reporting

- Coordinates the development and documentation of program activities that include goals, measurable objectives, targets, strategies, activities, and timeframes.
- Collects quantitative and qualitative data on CRT activities and reports to the Director of Programs.
- Supports contract deliverables and quarterly reporting.

Public Health Supplies & Resources

- Manages and tracks inventory and implements strategies for the distribution of harm reduction and other public health supplies.

Communication & Outreach

- Leads monthly West Marin CRT meetings, creates agendas, and organizes participation from community partners and speakers.
- Focuses on employing effective communication strategies to convey public health information and combat misinformation with community members and partners.
- Collects and shares information on public health priority activities and critical updates through in-person outreach, social media, email, flyers, and newsletters.

Cross-Program Support

- Assists with other program areas and other general duties as requested.
- Assists with WMCS Resource Center, Youth Services, Abriendo Caminos, and other programs as needed.

Organizational Preparedness & Safety

11431 State Route One, Suite 10, P.O. Box 1093, Point Reyes Station, CA 94956
415-663-8361 www.westmarincommunityservices.org

- Training staff on disaster safety and public health protocols.
Support Director of Operations with organizational emergency preparedness.

Qualifications

- Strong abilities and experience in community outreach, engagement, and leadership.
- At least two years of overall professional experience in collaborative leadership.
- Background or professional experience in Public Health sector.
- Basic knowledge of public health principles, health promotion, and factors that influence health and well-being, including emergency preparedness, access to health services, and overdose prevention, along with familiarity with community-based and prevention-focused approaches.
- Excellent organizational and management skills.
- Excellent written and verbal communication skills.
- Excellent interpersonal communication skills.
- Computer literacy: mastery of Microsoft Office Suite, Google Workspace and proficiency in data collection and interpretation.
- Bilingual skills in English and Spanish, both in speaking and writing.
- Ability to work well independently and as a member of a team.
- Welcoming demeanor; ability to connect with a diverse range of people.
- Demonstrate principles of diversity, equity, inclusion, and justice (DEIJ) in all interactions with individuals, organizations, and communities.
- Minimum of a high school diploma or GED.
- Must possess and maintain a valid California Class C driver's license with a satisfactory record.
- Understands the needs of the West Marin community.

Physical Requirements

- Ability to work long hours at a computer
- Lift, carry, push, and/or pull light to moderate amounts of weight up to 40 lbs.
- Operate office equipment requiring repetitive hand movement and fine coordination, including the use of a computer keyboard

Equal Opportunity Employer

WMCS 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 qualifications. Preference may be given to applicants who are bilingual in English and 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.