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Job Title: Bilingual Programs Coordinator

Reports to: Programs Director

Hours: Hourly full-time position 40 hours/week

The Opportunity

Now entering its 20th year, Daily Acts is at the forefront of small groups driving big change by unleashing the power of community. In the last five+ years we have provided a leadership response to repeated record fires, drought, pandemic and the climate emergency. This has ranged from launching grassroots funding initiatives and installing gardens for fire survivors to fostering networks and coalitions, training community and youth leaders and driving a people-powered approach to climate policy. “Be the Change” is a core value of Daily Acts, and we strongly believe that our staff and larger community of Daily Actors need to practice self-care as a part of community care. Daily Acts invests significant resources each year to help its staff become more resilient and to be the change they want to see in the world.

Position Overview

Under the guidance of the Programs Manager, the Bilingual Programs Coordinator will plan, implement, track and administer education, outreach and volunteer programs; work to build community stewardship of municipal landscape model sites; and represent Daily Acts within the community with the highest possible level of inspiration and professionalism.

This is a full-time (40 hours/week), hourly position that is based in Petaluma. It allows for a flexible schedule with weekend and occasional evening hours required to coordinate programs, averaging 3 - 4 programs/month. Pre-COVID, this position spends 75% of time in the office and 25% in the field. Daily Acts currently operates out of a small shared office space in downtown Petaluma and encourages staff to telecommute.

Responsibilities

- In collaboration with the Programs Manager, develop and implement work plans including defining goals, tasks, timelines and outreach activities
- Implement program activities including coordinating outreach; social and print media; participant registration; volunteer recruitment; presenters and educators; agendas and talking points; tool and material procurement, logistics and follow-up
- Coordinate all aspects of skill-building and educational presentations, workshops, tours, and installations
- Identify, foster and maintain relationships with key community partners to increase impact and engagement
- In collaboration with the Programs Team, develop and coordinate community stewardship of municipal landscape model sites
- Track and report on all program and contract-related activities, to quantify program metrics and outcomes
- Collaborate and support other Daily Acts programs such as Leadership, Eco2school, Environmental Health, and action campaigns to maximize opportunities for greater program integration



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- Support organization-wide fundraising events
- Represent Daily Acts at community events and meetings

Required Qualifications

- Confident public speaker with proven verbal and written communication skills in both English and Spanish
- Detail-oriented with the ability to juggle a diverse array of tasks to a high standard
- Self-starter, who can take initiative and troubleshoot problems effectively
- Ability to perform field work involving digging, shoveling, planting, and lifting (up to 50 lbs) and loading heavy materials
- Team player with excellent interpersonal communication, group facilitation and collaboration skills
- Ability to thrive in a fast-paced environment with competing demands, while maintaining a grounded, positive and proactive attitude
- Experience using Microsoft Office Suite, especially Excel and Word
- Integrity, credibility and a commitment to and passion for the Daily Acts' mission

Preferred Experience

- Program or event coordination experience
- Have existing community connections in our contract areas including Petaluma, Santa Rosa, Windsor, and Cotati
- Knowledge of water conservation, stormwater management and watershed conservation
- Well-developed network of contacts (community, business, municipal, school, etc.) within Sonoma County

Perks of Working for Daily Acts

- Have the opportunity to make a difference in your community
- Build your sense of community and expand your network of support
- Grow your skills and knowledge about water conservation, climate change and personal leadership
- Be a part of a passionate team deeply committed to the mission and culture of proactive action
- Participate in staff trainings on water conservation, equity and personal leadership practices
- Enjoy casual office attire and attitude with potential for flexible schedule

Statement on Equity

Daily Acts believes that, in order to support connected, climate-resilient and healthy communities for all, historically underrepresented people must be empowered decision makers in mitigating and adapting to climate change. This means all people - no matter color, age, income level, physical attributes, gender identity, sexual orientation, religion, citizenship status, and country of origin or language - are empowered in the co-creation of a healthy, inclusive, and equitable world. We believe we can perform our mission better with a team that is diverse and inclusive and we bring this belief to our employment decisions.

Our team is working to expand Spanish language programs and resources, to deepen into equity as a process and a goal, and to advocate for policies that ensure a fair distribution of resources. We believe in the power

buy local, organic, fair trade • question disposable lifestyles • reduce, reuse, recycle • empower, enrich, enlist others



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of our daily actions to be the change by embodying a culture that celebrates the diversity and wisdom in all worldviews. We invite you to view our Equity Framework on our website for further details.

Compensation

Pay for this position ranges from \$20 - 24/ hour. Compensation will be commensurate with experience. Daily Acts offers a benefits package including medical insurance (50% employer paid), paid holidays (10.5 days annually), paid vacation (10 days annually), and paid sick time.

How to Apply

Please submit a cover letter and resume to jobs@dailyacts.org with Bilingual Programs Coordinator in the subject line. Position open until filled. Cover letters, which must be no longer than 2 pages, should detail your qualifications for the position.

No telephone inquiries, please.