



TITLE: Mayfair Coordinator for Community Organizing & Policy Team
REPORTS TO: Program Manager
CLASSIFICATIONS: Coordinator II, Non-Exempt, Salary
COMPENSATION: \$60,000/year
HOURS & BENEFITS: Full-Time (40 per week), benefits include: medial, dental, vision, life insurance, paid holidays, 401k plan

The Organization

*Our mission is to support children, organize families, and connect neighbors
to uplift the dreams, power, and leadership of community and address systemic inequities.*

SOMOS Mayfair was created in 1997 as a place-based, community-led initiative to address the systemic inequities in the Mayfair neighborhood of east San Jose. We are generations of immigrants, rooted in a vibrant community, who nurture healthy families and speak out for justice in Silicon Valley. SOMOS effectively operates with the evolving needs of the community and with the emerging opportunities for regional partnerships. In the past five years this has led SOMOS to focus our efforts on building the power of our community through leadership development, programming for multi-generational families, and community organizing.

Over its history, SOMOS has built a deep and lasting set of organizational strengths and norms that include:

- Commitment to SOMOS Mayfair platform and values.
- Deep passion to advance social justice in immigrant, working class communities.
- Strong moral principles and values; trustworthy, honest and respectful of others.
- Deep respect demonstrated in communication with community, staff, board and partners.
- Focus on seeking common ground among stakeholders.
- Professionalism in quality of work, representation of the organization.
- Capacity to nurture and cultivate healthy working relationships and communication.
- Commitment to ongoing learning and growing capacity within the organization.

Mayfair Coordinator

The Mayfair Coordinator develops strong organizing campaigns and leadership in the predominantly immigrant/Chicano and Asian Mayfair community amongst neighborhood residents and school parents. The Coordinator facilitates solution-based discussions around multi-generational challenges and supports the development of community strategies to support a thriving and vibrant Mayfair. The Mayfair Coordinator works in the Community Organizing Department to end injustice and shift power and funds back towards visionary and alternative Si Se Puede Community Platform solutions and establish community control. Our current focus areas are Housing/Anti-Displacement and Educational Justice.

The Mayfair Coordinator reports directly to SOMOS Mayfair's Community Organizing & Policy Manager and works alongside a team to develop strategies for authentic community decision-making, craft immediate and long term solutions/programs and foster a spirit of hope and change amongst

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residents. The Coordinator prioritizes working with the community to develop their leadership, educate community members, and mobilize the community towards action to successfully complete campaign goals. The Coordinator is in charge of recruitment and retention of community leaders and provides training, skill building and opportunities for action to implement solutions/priorities. The Coordinator will work with the Program Manager to support organizing strategies that result in immediate impact, community leadership and Platform policy change across Mayfair and East San Jose. The Coordinator will be responsible with building regional alliances/partnerships to increase community voice and decision making in the organizing process.

Ideal Candidate Qualifications and Qualities

- Deep passion and commitment to advancing racial, economic and social justice in immigrant, working class and multi-generational communities
- Experience in community organizing, community leadership development or peer-to-peer service delivery models (ie. Promotor) in working poor, immigrant communities
- Passion and experience in outreach, turn out, public presentations and group facilitation
- Oral and written communication skills and ability to communicate with a broad audience
- Ability to interact well with young children and adults

Key Knowledge, Skills, and Abilities

- Bilingual/biliterate Spanish-English required
- Highly motivated, problem solver, time management skills, team player, and eager to learn
- Computer proficient in MS Word, Excel, Zoom or web meeting platforms, internet and e-mail
- Valid California driver's license and proof of auto insurance required
- Fingerprint and background check may be required

Duties and Responsibilities (approximate % of time)

Grows Community Leadership and Effectively Coordinates Campaigns (60%)

- Actively develops leadership of Mayfair community residents within the Alum Rock Union School District enrollment zones, by conducting workshops, Campaign development, direct actions, 1:1's and community building activities
- Develop and execute a strong action-based Campaign/Project programming that includes outreach, curriculum development, policy and advocacy training, evaluation, children assessments and continued family engagement
- Conduct workshops/political education sessions to increase community knowledge, skills, campaign solutions and a deeper understanding of the root cause problems impacting our community
- Recruit and retain at least 20-25 community leaders to lead campaigns and maintain a list of 100 core participants
- Develop campaign messaging, community testimonial, and media presence via op-eds, social media post, and media coverage
- Meet individually and in groups with community leaders to provide constructive feedback and observation, as well as to assist with conflict resolution and problem solving as needed
- Coordinate work with all Mayfair coordinators to align organizing strategies, platform, outreach, and strategic direction across all community leaders and schools

- Work with Program Manager and Director to develop campaigns and projects
- Supervise external contracts to support the delivery of organizing and leadership development, as needed
- Support and supervise Program Assistants, as needed

Coalitions/External Relationships and Regional Advocacy (20%)

- Along with community leaders, represent SOMOS Mayfair at meetings with external stakeholders and allies
- Ensure partnerships are involving community members in the process and decision making;
- Participate or lead regional and statewide efforts to advance the efforts to promote the short and long term mission, goals, and campaigns of SOMOS Mayfair
- Organize community and stakeholder analysis to uphold and reconcile different interests impacted by ongoing organizing activities, tactics, and goals
- Support with external and regional campaign endorsements, as needed

Impact Evaluation (10%)

- Ensure program evaluation tools are correctly utilized to measure impact with group participants
- Conduct strategic evaluation of program area with support Program Manager biannually
- Conduct strategic planning with leaders to ensure program effectiveness, deep and sustainable impact and continuous growth

Administrative (10%)

- Create and execute an annual work plan, that includes organizational strategies and milestone deadlines
- Execute a professional development plan to develop or strengthen essential skills and seek opportunities for greater and on-going learning, including community organizing models and the practice of popular education pedagogy
- Participate in agency wide decision-making arenas and in regular internal political education as needed
- Contribute to the development of organizational world-view and development of strategic plan
- Participate in SOMOS Mayfair staff meetings and training and support major organizational campaigns and projects

Location & Response to COVID-19

The Mayfair Coordinator position normally operates out of SOMOS office located in the Mayfair neighborhood of East San Jose. Due to circumstances caused by the novel coronavirus, the team at SOMOS is currently working remotely. Recognizing that this is a highly unusual and rapidly evolving situation, questions or concerns around location and work logistics will be openly addressed during the hiring process. Candidates should, however, expect to work on site at SOMOS office whenever it has been deemed safe to return to work by local/state governments.

To Apply

**Please apply by submitting a cover letter and resume,
via email at: jobs@somosmayfair.org, with Mayfair Coordinator for CO on the subject
line, or at our HQ location: 370-B S King Road, San Jose, CA.**

SOMOS Mayfair is an Equal Opportunity Employer (EOE). Applicants are considered for employment without regard to age, race, color, religion, sex, ethnic or national origin, sexual orientation, actual or perceived gender identity and gender expression, disability, genetic information, familial status or veteran status.

For more info contact us at (408) 460-2751 or learn about us at: WWW.SOMOSMAYFAIR.ORG