



Latin Empowerment and Advocacy Program Coordinator

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

CBA is seeking a full-time, in person Program Coordinator to develop and manage the Latin Empowerment and Advocacy Program (LEAP), working specifically with Spanish speakers. This position requires an understanding of resources available in the community and the ability to speak, read, and write proficiently or fluently in Spanish. The Program Coordinator will be translating documents, referring members to community resources, filling out applications, building relationships with community members and partner organizations that provide resources and support to the Latin community, and civic engagement within the community.

Essential Functions/Responsibilities

- Work with Director of Programs to develop a program budget, workplan, and strategies for execution of workplan
- Develop scope of services, systems, and processes for the walk-in program
- Assist community members in translating documents, filling out documents, and guiding them to resources in the community
- Coordinate and facilitate Spanish Empower Leadership (Empoderados) workshops
- Engage with the senior community, and plan events specific for seniors
- Organize informational sessions for the Spanish-speaking community with topics relevant to them, with the support of local organization and community members
- Work and engage with organizations that support the Latin community in Lowell
- Provide translation for CBA events, programs, and activities when needed
- Organize and mobilize community members around issues relevant to their needs
- Cultivate positive relationships with community members and partner organizations
- Conduct program evaluation, data collection, data input into our Salesforce database and make necessary adjustments to program based on the data analysis
- Provide case management and wrap around services to the community
- Manage outreach to neighborhood residents, residents of CBA properties, and CBA members through door knocking, one on one meetings and larger community meetings
- 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
- This is an in-person position
- 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, troubleshooting skills and will have many of the following skills and experiences:

- Bi-lingual in Spanish, proficient or fluent orally and written is required. Language skills will be evaluated through verbal and written translation.
- Ability to develop and implement programs
- Passion for community development and helping the community access resources
- Understanding of community resources in the Greater Lowell area
- Outgoing individual with strong interpersonal skills
- Ability to troubleshoot 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 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

Salary: \$42,000

CBA offers competitive compensation and excellent benefits, including:

- Paid Time Off
- Medical, Dental, and Vision
- Paid Life Insurance
- Tuition reimbursement
- 13 paid holidays and the week between Christmas and New Years
- 5% contribution to 401K after 6 months employment
- Career advancement and professional development opportunities
- Great co-workers and an exceptional mission

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

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.

