

Short Term Emergency Aid Committee – Program Coordinator (Spanish Fluency Preferred)

The Short Term Emergency Aid Committee (STEAC)'s purpose is to provide immediate, short-term emergency aid to families and individuals with incomes at or below the federal poverty level who live in Yolo County. Assistance includes providing help with food, homelessness prevention, utilities and job readiness.

Position: Program Coordinator

Description: STEAC seeks a thoughtful and creative individual to join our small non-profit staff in Davis, CA. STEAC is a volunteer-driven organization that is focused on providing support to those experiencing poverty. We are looking for someone to be part of a collaborative team of staff and volunteers that supports STEAC's work by providing program support through social media management, outreach efforts, volunteer coordination, and office assistance. A successful candidate will be comfortable using technology including Microsoft applications, software like Canva and WordPress, and can easily learn how to use other beginner-friendly online programs, and communication outlets (i.e. Facebook, eNewsletters, Signup Genius, etc.). As a small non-profit, STEAC staff work together to accomplish many different program and fundraising tasks. This provides the successful applicant the opportunity to learn many different roles and take on increasing responsibility. STEAC is looking for an individual comfortable working with volunteers and clients with compassion and flexibility in a small office environment.

Responsibilities May Include:

- Work alongside staff to support STEAC's programs by making regular social media posts and content; take photos, videos, and conduct interviews at STEAC events.
- Manage regular website updates, especially during campaign seasons, and ensure information is accurate and up to date.
- Assist with volunteer management and support volunteer recruitment.
- Collaborate with the Interim Executive Director and Fundraising Specialist to plan, write, and manage regular eNewsletters and print publications.
- Assist the Case Manager with cases and data entry as needed.
- Coordinate quarterly Zoom webinars, Speaker Series, which spotlight local partners and community leaders.

Qualifications:

- Proficient in understanding and speaking Spanish strongly preferred but not required.
- Completed college degree or commensurate experience.
- Ability to communicate in a professional manner with stakeholders and community contacts in-person, phone, written, and online settings.
- Comfortable using office software including Microsoft Word, Excel, and software like Canva and Signup Genius.
- Experience using and managing social media (i.e. Facebook and Instagram).
- Comfortable working independently and taking on new challenges.
- Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multi-task and meet deadlines.
- Enthusiasm for the mission of STEAC and the community members we serve.

Hours: Part-time position Hours: Up to 20 hours/week, Flexible schedule.

Compensation: \$20-25/hour commensurate with skills and experience. Vacation and sick leave provided.

To Apply: Please submit an email with resume, a completed STEAC job application, and a cover letter to steac@steac.org.

STEAC is an Equal Opportunity Employer and does not discriminate on the basis of sex, race, age, national origin, ethnic, background, disability or any other characteristic protected by law.