

First 5 Napa County
1303 Jefferson Street
Suite 100A
Napa, CA 94558

First5Napa.org



Our Vision

*All children in Napa County are
healthy, safe, and thriving*

PROGRAMS COORDINATOR

First 5 Napa County

REPORTS TO: Executive Director

SUPERVISES: N/A

SUMMARY:

The Programs Coordinator handles the planning, implementation, and evaluation of programs offered by First 5 Napa County. The coordinator will work closely with the Executive Director and other staff to ensure that programs meet the needs of the children and families in the community. Responsibilities include coordinating initiatives with families, children, and community members; developing and implementing programs with children, families, or providers; coordinate social media and outreach efforts; engage diverse families in all First 5 Napa County efforts, including Latine, BIPOC and Spanish speaking families.

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RESPONSIBILITIES:

1. Use Human Centered Design approach to develop program plans that meet the needs of children and families in the community
2. Oversee the implementation of First 5 Napa County programs and resources including the Floreecer mentorship program, Rainbow Family League caregiver education program, Rainbow Kit training and resource for early childhood educators, Home Visitation initiatives at the local and regional level, Quality Counts work at the local and regional level
3. Evaluate programs, including developing surveys and conducting empathic interviews with participants, report findings to the Executive Director and Commission and make recommendations for improvement
4. Communicate with caregivers, families, providers, and other stakeholders about program activities and goals
5. Develop and maintain relationships with community partners
6. Coordinate and take part in outreach events
7. Maintain and update program records and files
8. Assist with other administrative tasks as needed
9. Coordinate social media efforts and other communication strategies for First 5 Napa County to strengthen efforts and expand reach.
10. Utilize Canva or other design software to draft flyers, social media posts, and other materials.
11. Create surveys and forms using Google Forms and Survey Monkey. Provide basic evaluation support for First 5 Napa County programs and initiatives.
12. Provide basic Spanish translation and interpretation for Spanish speaking families to increase reach and effectiveness of First 5 Napa County initiatives with Spanish speaking families.
13. Develop strategies for reaching Spanish-speaking, immigrant, Latine, LGBTQ and BIPOC caregivers and families.
14. Maintain a professional appearance of self and working area; exhibit appropriate behavior with staff, program participants, and stakeholders, i.e., being courteous, thoughtful and professional.

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QUALIFICATIONS:

1. Three years of professional work in a nonprofit or public sector, preferably in program coordination.
2. At least two years of education in public health, psychology, early childhood education, child development or other social sciences. Bachelor's degree preferred.
3. Bilingual preferred; at a minimum, the ability to understand and to make one-self understood to all Spanish speaking individuals.
4. Possesses some knowledge and experience in diversity, equity, and inclusion work.
5. Experience developing and coordinating programs with caregivers and/or young children.
6. Experience in community engagement.
7. Experience using social media to engage stakeholders, including caregivers, community leaders, and/or community-based organizations.
8. Experienced IBM/compatible PC in a Windows environment.
9. Experienced in using Microsoft Word, PowerPoint and Excel required.
10. Outstanding communication and interpersonal skills; i.e., telephone skills, writing and listening.
11. Strong organizational and time management skills.
12. Positive professional attitude with sensitivity towards confidential donor and financial information.
13. Able to work independently and in a team environment.
14. Possess a valid California driver's license with automobile insurance and have a personal vehicle available for errands.

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BENEFITS:

1. Salary range: \$73,000-\$83,000 dependent on experience
2. Stipends for health, dental, vision, car and phone use
3. Part time remote options available after first 3 months
4. Opportunity to work with a dedicated and passionate team
5. Chance to make a difference in the lives of children and families

First 5 Napa County is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

First 5 Napa centers equity in all our work and embraces the values of marginalized communities (e.g., immigrant, Latine, Black, LGBTQ) to heal the many issues that face Napa County's children and families.

Applicants are invited to send their resume and cover letter to Admin@first5napa.org