



First 5 Napa County

Job Title: Coordinator, Programs
Status: Full-Time/Salaried/Exempt
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; coordinating social media and outreach efforts; engaging diverse families in all First 5 Napa County efforts, including Latine, BIPOC and Spanish speaking families.

ABOUT FIRST 5 NAPA COUNTY:

OUR VISION:

Napa County is a strong and healthy community because families can set down roots, grow, and thrive.

OUR MISSION:

First 5 Napa County convenes and mobilizes the community to use systems- and design-thinking to center and lift up our community's young children, their families, and the providers who serve them.

OUR STORY:

In November 1998, California voters passed a statewide ballot initiative to add a tax on tobacco products, with funds going to support a comprehensive, integrated system of early childhood development services. The following year, the Napa County Board of Supervisors established the Napa County Children and Families Commission (now First 5 Napa County) to distribute funding from California's Proposition 10 and provide resources to support a comprehensive system of services that ensures children ages 0-5 in Napa County enter school health and ready to learn. Since its inception, First 5 Napa County has invested more than \$22 million in the community.

We accomplish our work by building the capacity of the community to use authentic collaborative relationships and human-centered design to create the family and community environments necessary for the optimal health and development of young children.



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

RESPONSIBILITIES:

Use Human Centered Design approach to develop strategies that meet the needs of children and families in the community, with primary focus on the following workstreams:

- Use Human Centered Design approach to develop program plans that meet the needs of children and families in the community
- Oversee the implementation of First 5 Napa County programs and resources including but not limited to the following programs; "Florecer", "Belonging Through Books", "Safe Seats", "StoryWalk®", "NapaQuality Counts work at the local and regional level
- Evaluate programs, including developing surveys and conducting empathic interviews with participants, report findings to the Executive Director and Commission and make recommendations for improvement
- Communicate with caregivers, families, providers, and other stakeholders about program activities and goals
- Develop and maintain relationships with community partners
- Coordinate and take part in outreach events
- Maintain and update program records and files
- Assist with other administrative tasks as needed
- Coordinate social media efforts and other communication strategies for First 5 Napa County to strengthen efforts and expand reach.
- Utilize Canva or other design software to draft flyers, social media posts, and other materials.
- Create surveys and forms using Google Forms and Survey Monkey. Provide basic evaluation support for First 5 Napa County programs and initiatives.
- 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.
- Develop strategies for reaching Spanish-speaking, immigrant, Latine, LGBTQ and BIPOC caregivers and families.
- 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.
- The programs coordinator will lead First 5 outreach opportunities and events. Valid driver's license and good driving record is needed. Ability to transport outreach materials (including pop up tent, weighted sand bags, activity materials) to events throughout Napa County.



This description is intended to indicate the kinds of work duties that will be required in this position. It is not intended to limit, or in any way modify, the rights of any supervisor to assign, direct, and contract work of staff under his/her supervision. The use of a particular illustration describing duties shall not be held to exclude other duties, not mentioned, that are of a similar level or difficulty.

QUALIFICATIONS:

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

BENEFITS:

1. Salary range: \$57,792-\$86,688 dependent on experience
2. Stipends for health, dental, vision, car and phone use
3. Hybrid work environment, flexible work schedule
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 apply@first5napa.org. Priority application review will begin August 25, 2025 and will continue on a rolling basis until filled.