



**Job Title:** Community Steward (Three positions available)

**Status:** As-needed/Hourly/Non-Exempt

**SUMMARY:** The Community Steward serves as a vital connector between First 5 Napa County and our community that we serve. This role focuses on building trust, fostering engagement, and ensuring that community voices are heard and valued. Responsibilities include supporting outreach efforts, coordinating events, gathering feedback, and promoting inclusive and equitable participation in programs. The Community Steward helps create a welcoming environment while advocating for the needs and interests of the community to advance the First 5 Napa County's mission. This role is part time, with schedules varying week to week based on the calendar of events at a given time. Hours worked per week or month will vary greatly. Community Stewards will be able to opt into events or shifts that align best with their schedule availability.

**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 healthy 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:**

##### **\*Community Engagement & Relationship Building:**

- *Foster meaningful relationships with community members, partners, and stakeholders.*
- *Act as a trusted point of contact for individuals that First 5 Napa County serves*
- *Identify opportunities to deepen community involvement and connection with the First 5 Napa's mission.*  
*Represent the organization at community events, outreach programs, and public forums.*

##### **\* Program & Event Support**

- *Assist in planning, coordinating, and executing community-focused programs and events.*
- *Collaborate with program staff to ensure community needs and feedback are reflected in programming.*
- *Provide logistical support during events and activities.*

##### **\* Outreach & Communication**

- *Conduct outreach to new and existing community members to promote programs, resources, and services.*
- *Share relevant updates, opportunities, and resources through newsletters, flyers, and social media (as appropriate).*
- *Help create culturally competent and accessible communication materials.*

##### **\*Advocacy & Feedback Collection**

- *Listen actively to community concerns, suggestions, and needs.*
- *Relay community feedback to internal staff to inform strategic planning and service delivery.*
- *Advocate internally for practices that promote equity, inclusion, and responsiveness.*

##### **\* Data Tracking & Reporting**

- *Maintain records of engagement, attendance, and feedback.*
- *Assist with evaluation of programs and initiatives through surveys, interviews, or informal check-ins.*
- *Report outcomes and insights to internal staff as needed.*



### **\* Equity, Inclusion & Cultural Competency**

- *Ensure inclusive practices that respect the identities and lived experiences of diverse community members.*
- *Serve as a role model for respectful, welcoming behavior within community spaces.*
- *Help identify and remove barriers to participation in programs and services.*

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:**

- 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 in community engagement. Willing to be outgoing and engaging while working fast paced community-centered events.
- Experience using social media to engage stakeholders, including caregivers, community leaders, and/or community-based organizations.
- Outstanding communication and interpersonal skills; i.e., telephone skills, writing and listening.
- 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.
- Ability to safely lift up to 50 pounds for occasional moving of supplies

### **BENEFITS:**

1. \$25.00-27.50 per hour- no more than 20 hours a week,
  - Shifts increase in frequency in the spring/summer months
  - Community Stewards opt into working shifts/events that match your schedule and availability
2. Extremely flexible schedule, ability to opt into shifts that work best for you!
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](mailto:apply@first5napa.org). Priority review begins February 4, 2026 and rolling review until filled.**