



PROGRAM COORDINATOR

OUR EXCITING OPPORTUNITY

*Community Action Partnership has an exciting opportunity for
Program Coordinator*

In this role, the Program Coordinator will assist with the development and implementation of program procedures and that requirements are aligned to build sustainable support in impacting the lives of hundreds of residents; playing a critical part in the work and dedication of *Community Action Partnership of Orange County's* initiatives. It's leadership with a cause and the rewards are immeasurable!

WHO WE ARE

Community Action Partnership of Orange County (CAP OC) hires professionals who support and embody the following **E.P.I.C.** values:

Going above and beyond in every interaction and activity we undertake. We strive for **EXCELLENCE** in service, keeping a pulse on the most up to date innovations within our industry. Together we continually assess and improve the way to work and enhance the strategies we utilize to meet the needs of our community.

Reaching our goals by working collaboratively with each other and our community. We are working to do the things that have not been done: empowering families and individuals to financial independence, breaking the cycle of poverty, creating financial equity, combating food insecurity, and establishing energy and healthy living conditions for all through social innovation. All of this takes **PROACTIVENESS**, and an intrinsic motivation that drives us to go above and beyond to create cutting-edge trends and program designs. We have the will and the energy and won't stop until the needs of our underserved community no longer exist.

We are a team of high **INNOVATION**. We value the work we do; the people we serve; and treat each other with respect and kindness. We also have an environment of engaging in social economic justice by sharing of ideas and not afraid to try new things that increases our educational capacity. We think outside of the box, and challenge prevailing assumptions about issues of poverty.

Reaching our goals by working in partnership with each other and our community. The work we do is deeply rooted in the **COLLABORATION** we have with our community and its citizens. We care about the legacy of community action partnership and go above and beyond to ensure we support each other in bringing forth the services and resources that will positively change generations forever.

We have remained true to our mission *"to enhance the quality of life within Orange County by eliminating and preventing the causes and effects of poverty by mobilizing and directing resources to programs that assist, educate, and promote self-sufficiency."*



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WHAT YOU WILL ACCOMPLISH IN THIS ROLE

Under general supervision, the Program Coordinator will plan and follow through on nutrition education and physical activity outreach events, classes, and Policy, Systems, and Environmental Change efforts. Activities will take place in a variety of community settings as part of the Nutrition Education and Obesity Prevention (NEOP) programs, funded by the County of Orange Health Care Agency. Duties include planning, scheduling, and implementing outreach and education to families, neighborhoods, and organizations as prescribed in the integrated work plan. Provide nutrition education at community events including but not limited to: health fairs, farmers markets, festivals, summer meals sites, schools, worksites, and food distribution sites. Also provide nutrition education classes using a train-the-trainer peer model.

ROLES AND RESPONSIBILITIES

- ✓ Identify potential program partners and coordinate participation in appropriate programs/events.
- ✓ Engage low-income Orange County residents to participate in nutrition education.
- ✓ Support the efforts of local program partners to enhance program operations and expand services.
- ✓ Research and develop resources for identified projects.
- ✓ Promote project activities, utilizing telephone, printed materials, presentations, and media.
- ✓ Develop and maintain regular contact with community organizations, coordinating with their activities. Participate in workshops and seminars. Support collaborative organizations.
- ✓ Implement neighborhood projects. Present classes, such as nutrition education and healthy food demonstrations.
- ✓ Maintain tracking systems and report outcomes to supervisor/Manager for analysis.
- ✓ Work as part of a team to ensure approved scope and objectives are met.
- ✓ Other duties may be assigned.

THE IDEAL CANDIDATE HAS KNOWLEDGE AND EXPERIENCE IN:

- ✓ Knowledge of nutrition, health, and poverty issues.
- ✓ Public and private social services agencies, and community resources, including federal and state programs.
- ✓ Planning and organizational techniques to develop and implement action plans. Working efficiently with demanding time constraints.
- ✓ Record keeping principals and methods.
- ✓ Must have English communication skills.
- ✓ Analyze and interpret various materials to make recommendations; understand and apply program rules, regulations and procedures. Be responsible for completion of complex tasks requiring professional skills.
- ✓ Be independent and self-directed. Exercise considerable judgment.
- ✓ Demonstrate a clear, concise and effective command of the English language, both oral and written. Must be able to translate orally and in writing from/to English and a second language. Produce error free documents.



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- ✓ Establish and maintain effective working relationships with agency's staff, and representatives of other organizations.
- ✓ Effectively present information and respond to questions from individuals or groups, managers, clients, and the general public.
- ✓ Perform mathematical skills sufficient to create, compose or compile information on computer or complete forms for reports or presentations. Familiarity with Microsoft Office, WORD, EXCEL, POWERPOINT and OUTLOOK. Position requires computer literacy and use of portable devices including, projector, cell phones and copiers.
- ✓ Provide a California Motor Vehicle operator's license with a driving record that meets minimum standards established by agency's insurance carrier.
- ✓ Must be able to lift up to 20 lbs.
- ✓ Must be able to work outdoors in varying temperatures and weather conditions.
- ✓ Bending, stooping, reaching, pulling, pushing, standing, kneeling, sitting, twisting, turning, walking, and bending at the waist may be physical requirements of the job.
- ✓ Fluently speak, read, and write **English and Spanish is required.**
- ✓ Ability to work a flexible schedule, weekends and/or evenings.

EDUCATION AND EXPERIENCE

Bachelor's degree preferred with 1-3 years' experience or some college and 1-3 years' experience in social services environment.

HOW TO APPLY

Please Apply at Community Action Partnership of Orange County's website at www.capoc.org.

MEDICAL EXAMINATION AND BACKGROUND CHECK

A medical examination is required of each new employee whose physical condition must meet the minimum requirements prescribed for the position. In addition, prospective employees must pass a drug screening examination and background check. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

THE PROMISE OF COMMUNITY ACTION

Community Action changes people's lives, embodies the spirit of hope, improves communities, and a makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.