



UpValley Family Centers Community Engagement Manager

Employment Type: 1 FTE (40 hours/week); Exempt

Starting Salary: \$62,000/year or depending on experience

Benefits: Full health, dental and vision insurance, 401k match contributions; paid sick leave, vacation, and holidays; supportive team environment

Location: Calistoga and St. Helena offices; some remote work possible

About [UpValley Family Centers](#): Our mission is to provide guidance, support, and resources in the community, in the home and for the individual, so that everyone can achieve a better life. We reach all ages with a variety of programs and serve as essential resource hub for residents living in the upper valley of Napa County. We maintain partnerships with over 40 early childhood programs, school districts, nonprofits, city and county agencies.

The Community Engagement Manager supports UpValley Family Centers' community education and civic engagement services. They manage the organization's community-based, grassroots education and organizing efforts, supporting local residents' awareness of resources and their inclusion in civic life. The Community Engagement Manager will lead identified outreach campaigns for UpValley Family Centers, on topics that may include emergency preparedness, voter registration and education, immigration, and topics identified by UVFC volunteer promotoras and community members. The ideal candidate will understand public/government systems and have a strong ability to communicate issues in a clear and compelling manner, in both English and Spanish. The Program Manager supervises the outreach and education work for the Community Engagement Program and is the lead/primary on organizing and parent leadership activities. The Community Engagement Program Manager reports to UVFC's Program Director.

RESPONSIBILITIES:

- Oversee and enhance UVFC's existing community and civic engagement services focused on increasing diverse community engagement and changing systems to address inequities.
- Supervise staff and provide program leadership to integrate community engagement services with other services offered at UVFC. Conduct annual evaluations and support the professional development of staff.
- Lead program team meetings; actively participate in the Family Center's leadership team and staff meetings; engage in organizational learning to support program improvement.
- Develop new engagement strategies that effectively reach and respond to local needs. Work with staff, volunteers, and clients to increase leadership and civic engagement, and to promote equitable policies and systems that foster youth and family well-being and resiliency.



- Evaluate program strategies through data collection/analysis, program team discussions, and client input, in alignment with UVFC's identified strategic direction and desired impact.
- Strengthen skills/support staff in the areas of community education and outreach, grassroots leadership development, coalition-building, policy advocacy, and community organizing.
- Support the outreach and education services (e.g. Know Your Rights activities) of UVFC's Immigration Program and participate in the One Napa Valley Citizenship Outreach team.
- Research and implement best practices for supporting community-driven change at the local level. Support UVFC's efforts to strengthen grassroots leaders using a promotoras model, to build broad-based coalitions, and to successfully create local policy change.
- Create or expand partnerships with the non-profit, educational, governmental and business sectors to implement existing and new strategies.
- In coordination with the Program Director and Executive Director, work to advance the organization's systems change and policy advocacy efforts to address community inequities.
- Make presentations and represent UVFC in collaborative partnerships as requested.
- Ensure effective data management and secure handling of data by program staff and volunteers.
- Write reports for funders about the successes and challenges of the Community Engagement Program. Manage the program budget. Assist with resource development efforts.
- Collaborate with a team of committed staff and volunteers who value excellence, commitment, empathy, shared knowledge and community development.
- Coordinate UVFC's annual community Dia de los Muertos event.
- Other duties as assigned.

QUALIFICATIONS:

An appropriate combination of education and experience to perform the essential duties is required. The ideal candidate will have:

- Experience in management/administration in a non-profit, financial or human services setting.
- Experience with immigration issues, community prevention models, and grassroots organizing.
- Knowledge and appreciation of the challenges faced by low and middle income households in our region. An understanding of systems and policies that have positive or negative impacts on low and middle income households and immigrant communities.
- A high degree of cultural awareness and capacity in cross-cultural practices.
- Excellent customer service and public relations skills.
- Experience in collaborative meeting facilitation, problem solving and teambuilding.



- Experience utilizing assessment and evaluation data to modify programs and to ensure impact.
- Knowledge of Napa County is preferred.
- Comfort using the computer as tool to communicate, research, monitor programs.
- Strong written and verbal communication skills. Bilingual in English and Spanish required.
- Bachelor's Degree or equivalent experience is preferred; Master's degree desired

OTHER DETAILS:

Occasional weekend and evening work is anticipated. Must possess a valid driver's license and insurance. A fingerprint background check and TB test is required.

APPLICATION PROCESS:

Please submit a resume and cover letter to: ilopez@upvalleyfamilycenters.org. No phone calls or walk-ins.

The UpValley Family Centers of Napa County is an equal opportunity employer.