

UpValley Family Centers



Position Title: Cooperative Developer

Employment Type: Full-time, 40 hours/week, exempt

About [UpValley Family Centers](#): UpValley Family Centers is a dynamic nonprofit organization that provides prevention services to strengthen children, adults, and families. Our mission is to provide guidance, support, and resources in the community, the home, and the individual so everyone can achieve a better life. Our offices are located in Calistoga and St. Helena; we serve children, youth, adults, and seniors. Taking a prevention-focused, community-responsive approach, our broad scope of services includes guided information and referrals, access to health services and other resources, education and mentorship opportunities for all ages, case management and counseling services, disaster relief and emergency preparedness services, and more.

About this position:

UVFC is seeking a full-time, fully bilingual (Spanish/English) Cooperative Developer to develop a Promotora worker-owned cooperative, together with a group of trained Promotoras (community health workers). UVFC seeks a committed, creative person with a keen interest in the cooperative business model and significant experience developing and conducting trainings for Latino immigrant populations. During the first year, the Cooperative Developer will participate in a regional business developer's cohort to guide UVFC as an incubator organization, and will support the launch, contract bidding, financial management, and marketing of an upvalley worker-owned cooperative business. The range of responsibilities includes co-designing the business plan with worker-owners, recruitment, onboarding, and coordinating training support for new worker-owners, preparing curriculum and agendas for meetings, legal incorporation and governance issues, individual and group leadership development coaching, project evaluation, contract bidding and management, and building a movement towards a more just economy. This position reports to the Program Director for Community Engagement and Education.

Essential Duties and Responsibilities:

Serve as UVFC's lead staff member to support the incubation and on-going growth/partnership of an LLC worker-owned cooperative business through project management, education, coordination of technical assistance, and coaching.

- Actively participate in a year-long capacity-building cohort of incubator organizations, led by the [Democracy at Work Institute](#). Ensure strong two-way communication of concepts and planning is shared with UVFC leadership and promotoras for effective decision-making.
- Support a cooperative of Promotora worker-owners to build strong governance and management systems. Support the development of a positive work environment grounded in interpersonal trust, cooperation, and communication.
- Engage technical assistance partners such as accountants, consultants and training partners in cooperative business development efforts based on stages of development & needs.
- Train one or more of the member-owners as Member Administrator(s) during the first year of cooperative development.
- Create and adapt cooperative development guides and tools and help the team reflect on and improve them.
- Schedule and complete weekly team meetings with key Promotora Group Members and UVFC Staff and to evaluate and prepare work plans.

- Develop and consolidate the systems, guides, tools & systems development to streamline program administration and remain outcomes-driven
- Offer individual supports to participating workers to stay engaged in the cooperative development process; make referrals to social services when appropriate
- Technical Assistance
 - Provide ongoing business management technical assistance to the cooperative based on its stage of development & needs (business and group of worker-owners)
 - Provide coaching to worker-owners to develop their business management and social leadership skills
 - Conduct research for worker cooperatives, as needed, and/or in coordination with technical partners (market research, local programs or resources, legal and tax issues, etc.); make referrals when appropriate
 - Develop & facilitate workshops to support worker-owners effectively manage & govern their businesses
 - Support worker-owners with individual and group conflict resolution skills
- Other duties as assigned.

Desired Qualifications:

- Strong written and oral English and Spanish skills required.
- Proficient at empathizing and engaging with diverse communities, particularly those that have been historically disenfranchised. Demonstrated experience in informal education, popular education, or facilitation techniques.
- Experience with entrepreneurship, workforce and small business development, marketing, business finance or lived entrepreneurial experience.
- Strong organizational and logistical skills.
- Demonstrated leadership and interpersonal skills, teamwork orientation, and ability to motivate wide range of people with a sensitivity to issues of cultural diversity.
- Experience supporting outcome assessment and program evaluation.
- Experience working with cooperatives or other democratic organizations.
- Eagerness to learn about and strengthen the cooperative economics movement locally, regionally, and nationally, especially with immigrant communities and excluded workers
- B.A. in Business Administration, Marketing, Finance related, Public Administration, Social Work, Community Development or a minimum of three years of equivalent work experience.
- Desire to be part of an organization supporting individual and family wellness and working towards solutions that address societal inequities.
- Understanding of/experience working in a nonprofit organization.
- Valid Driver's License, insurance, or transportation
- Conduct a fingerprint background check and TB test and receive clearance

Hours of Work:

Our regular business hours are 8:30 am - 5:00 pm. General working hours will be during our regular business hours, though schedule may vary, including some evenings/weekends.

To Apply: Email cover letter and resume to Indira Lopez-Jones, Program Director at ilopez@upvalleyfamilycenters.org. Position open until filled. No phone calls, please.

This job description is intended to indicate the kinds of work duties 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.



Salary Range: \$61,301 - \$91,952 per year

Actual payment within range is contingent on several factors, including but not limited to the candidate's qualifications, education, experience, internal equity, and alignment with market data, following our compensation philosophy. Anticipated starting salary not expected to exceed the range median.

Benefits: Our competitive benefits package includes full health, vision, and dental insurance, 401K match contribution, 10 days of vacation increasing with tenure and 12 days of sick time, 15 paid Holidays, plus a floating Holiday and paid holiday time between Christmas day and New Year's Eve 3% one-time increase over starting salary for Spanish/English bilingual skills. Annual training budget, supportive and team-oriented work environment. UpValley Family Centers is a Blue Zones Project Approved™ organization that provides a variety of opportunities designed to foster employee wellness. We are committed to creating an equitable, sustainable, joyful culture where each team member can thrive.

UpValley Family Centers is an equal-opportunity employer committed to maintaining a diverse staff and providing culturally responsive services.