Community Activator (Strategy 1)

Position Description

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<thead>
<tr>
<th>System Job Title:</th>
<th>Functional Title:</th>
<th>Location:</th>
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<tbody>
<tr>
<td>Community Activator</td>
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<td>Administration / Corporate</td>
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<tr>
<td>Strategy 1</td>
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<tr>
<th>Department/Program:</th>
<th>Job Grade:</th>
<th>Reports to (Title):</th>
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<tbody>
<tr>
<td>Innovations</td>
<td>Full Time</td>
<td>Director of Innovations &amp; Strategic</td>
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<td>Strategy 1</td>
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<td>Initiatives</td>
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<tr>
<th>FLSA Status Exempt or Non-Exempt:</th>
<th>License Requirement and Agency:</th>
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<td>Non-Exempt</td>
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Position Summary:

Type of Position: Full Time  
Location: TCC Admin  
Supervisor: Melina Yepiz, MPH, CHES, Director of Innovations & Strategic Initiatives  
Strategy 1 (Families with children birth to 5 years old)  
Budget/Grant: Innovation 2  
Range of Pay: $18.00 to $21.00 /hour  
Education: Bachelors in Child Development, Social Work, Psychology or other related field

Position Responsibilities:

Each Community Activator is responsible for moving forward TCC’s Innovation 2 goals and objectives while establishing and strengthening relationships within communities they are assigned to as well as collaborative partners and organizations involved in this project.

- Working closely with Program Manager (Strategy 1), plans, facilitates, and implements workshops, classes, training, and meetings with families and Innovation 2 partners.
- Compiles data and program narratives for grant reports.
- Participate in outreach activities aimed at increasing Innovation 2 project in the community.
- May provide play and activity-based parent/caregiver classes and workshops in community based settings.
- Work closely with Program Manager (Strategy 1) - to identify families as well as external groups and multi-ethnic agencies in the community.

Strategy 1 Initiative:

- Build trauma resilient families targeting children 0-5 years old, and their caregivers who have experienced trauma and/or are at risk of trauma.
- Through this strategy TCC and selected community partners will develop and/or expand on activities for children 0-5 years old and their parents. The goals are to enhance parent/caregiver knowledge of child development and social emotional literacy, promote positive social skills, and facilitate access to needed social support networks and resources.
Expectation for all TCC Employees:

- Supports the organization’s mission, vision, and values by exhibiting the following behaviors:
  - Collaboration and teamwork
  - Commitment to our community
  - Caring
  - Accountability and ownership

Qualifications:

- Bachelor’s degree in Child Development, Social Work, Psychology or other related fields or equivalent work experience.
- At least two (2) years of experience providing direct family support services to diverse populations.
- At least two (2) years of progressively responsible experience in program planning, program management, evaluation, education, and community engagement.
- Prior experience in the nonprofit sector or a community-based agency desired.
- Experience in facilitation, convening groups and building collaboration across groups.
- Must be very familiar with the trauma-related mental health needs of families and children in the proposed community.
- Familiarity with the impact of Adverse Childhood Experiences (ACES) on children and families.
- Ability to work collaboratively, develop strategy and engage with the community.
- Ability to work with diverse ethnic, cultural, age, gender, sexual orientation population with a culture of humility.
- Excellent communicator with exceptional interpersonal, written, and oral communication skills.
- Excellent organizational skills with a commitment to ethical and accountable practices.
- Familiarity with Long Beach and surrounding communities preferred.
- Willing and able to travel about 20% of the month with some evening and weekend hours required.
- Proficiency in using Microsoft Office Suite including Word, Excel, PowerPoint, and Outlook.

Language:

- Spanish (Preferred)
- Conversational Khmer (Preferred)

Education and Experience:

- Minimum of 1-2 years related post graduate experience
- 1-2 years’ experience in coalition work at the local or state level desired
- 1-2 years’ experience in and understanding of effective primary prevention
- 1-2 years’ experience working alongside multicultural families with children 0-5 years old.
Generous Company Benefits:

- Medical, Dental, & Vision Insurance
- Company Paid Life Insurance
- 401k with Employer contribution
- Employee Assistance Program (EAP)
- Flexible Spending Account (FSA)
- Paid Time Off (PTO)
- United PetCare Savings Program

Physical Demands

The physical demands of this position are those necessary to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

The noise level of the work environment is usually moderate. Workspace is in an indoor office setting, shared workspace, air conditioned in the summer and central heat during the winter. Occasionally required to be outdoors for travel, and can be exposed to variable weather conditions.

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<th>EMPLOYEE ACKNOWLEDGMENT</th>
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<td>My signature below acknowledges that my job description was reviewed with me and I understand my duties. Should I have any questions or need further clarification, I agree to contact my supervisor for guidance.</td>
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| Employee Signature: ____________________________ Date: ____________________________ |
| Print Employee name: ____________________________ Date: ____________________________ |
| Supervisor Signature: ____________________________ Date: ____________________________ |
| Print Supervisor Signature: ____________________________ Date: ____________________________ |