



Bilingual Program Coordinator Part-Time (20 hrs per week) Announcement

The Parenting Connection of Monterey County (PCMC) offers support and education to families with infants and children by providing play and learn groups and parent education through certified Circle of Security educators. In addition, we offer free and bilingual postpartum support groups for women and caregivers, including a Warmline support service.

PCMC is an equal-opportunity employer that values diversity and promotes and celebrates authenticity in the workspace. Come as you are!

Job Description: We are looking for a highly organized bilingual part-time program coordinator responsible for coordinating and promoting our Maternal Mental Health Programs.

Under the direction of the Program Director, the Program Coordinator oversees program staff and assigns tasks to fulfill the mission of the agency programs. Additionally, the Program Coordinator monitors program budgets, ensures data collection for grant reporting, and performs outreach duties to engage with local communities.

PCMC expects this position to grow as programs expand, making this an ideal position for someone seeking a meaningful role that can provide growth opportunities. This position will work approximately 4 hours per day during regular working hours, and some weekends are required to accommodate programs and weekend community outreach.

General Duties:

- Support the program staff with administrative support, including program scheduling, meeting support, supply ordering, and project management.
- Outreach and marketing support through social media platforms and creating fliers using Canva.
- Ensure data collection is collected and input into google drive for easy access.
- Support ED with grant and development objectives.

Required Experience:

- Bilingual
- Administrative experience
- Social Media Outreach
- Excellent organizational skills with a high level of attention to detail

Desired qualifications and experience:

- **Administrative Experience:**
 - Highly organized with the ability to support staff with daily administrative tasks, organizing files, and monitoring data collection.
 - Assist the Executive director with board communications, meetings and scheduling
 - Assist Executive Director with financial development objectives
- **Program Outreach and promotion:**
 - Experience in community outreach through social media platforms with demonstrated experience in increasing Bonus Experience:
 - Experience working with South Monterey Communities
 - Bilingual in English and Spanish or Indigenous Languages.
- **Experience with online platforms that support business objectives**
 - Ability to utilize Excel and Google Spreadsheets
 - Basic understanding of how to navigate website updates
 - Adept at using online platforms for customer management
 - Able to assist with administrative tasks related to Google Workspace
- **Desire to support Maternal Mental Health with a focus on diverse and low-income families**

Bonus Skills

- Experience collecting and collating program data and evaluation for grant reporting.
- Experience working with online analytics to increase social media impacts
- Website Development Experience.
- Written fluency in Spanish
- Grant Writing and/or reporting experience
- An appreciation of the culture in Southern Monterey County
- Background or personal experience with Mental Mental Health Anxiety and Depression

Benefits

- \$20 to \$25 per hour based on experience/ approx 20 hours a week with the opportunity to expand hours as programs and revenue expand.
- An opportunity to work in a value-driven environment where you are celebrated for your opinions, experience, and knowledge.
- Gain demonstrated experience working in a start-up environment to build organizational programs and impact.

- Weekly coaching and mentoring to grow your personal and professional acumen
- Paid Training in Maternal Mental Health Support programs
- Ability to directly impact traditionally underserved communities.
- A flexible schedule will allow you to work around other life commitments.
 - Note: Working hours are Monday through Friday. An ideal candidate will work 4 hours per day during regular business hours. (Some Weekends or evenings are required)
- Opportunities for professional growth and development.

To Apply, please send a cover letter or resume to: juliet@ParentingConnectionMC.org