



Advancing Community-Driven Social Change

**Program Coordinator
Full-time, Regular Position**

Summary

[Social Good Solutions \(SGS\)](#) is a Black woman-owned and operated boutique consulting firm that works with philanthropic institutions, nonprofit organizations, public agencies, and institutions of higher education to design, operationalize and manage racial justice initiatives from concept to implementation.

Our core values are grounded in dignity and justice for all, community-centered solutions, and excellence at every turn. Using a participatory framework and co-design approach, we support our clients in their journey to operationalize racial equity and social justice in organizational culture and in programs, services and strategies. Our work is organized across three main domains: Initiative Management, Organizational Culture Transformation and Strategic Advising.

The *Program Coordinator* role is part of SGS's Initiative Management team and is responsible for providing a wide range of programmatic and project support to the team engaging our networks of Black-led organizations. This position reports to the Leader of Network Engagement and requires excellent organization, time-management, research, writing, and communication skills as well as technical acumen and event planning.

This position is well suited for a dynamic self-starter who possesses the required skills to work in a close-knit, telework environment; is adaptable to various project and administrative needs; possesses a desire to learn and contribute to social justice movements.

Specific Responsibilities:

While projects may change over time, the Coordinator's primary project is the [Black Equity Collective \(BEC\)](#) with a dotted line informing other initiatives in the portfolio.

Project Coordination

- Work closely with the Leader of Network Engagement to design, implement, and coordinate program activities for the Collective's CBO member network.
- Work with the Leader of Network Engagement to create a targeted recruitment plan and assist in CBO member outreach, eligibility evaluation, and orientation. Process incoming applications and collaboratively interview prospective members.
- Develop communications materials (i.e. toolkits) to enhance the network's understanding of the Collective and its programmatic activities.
- Proactively research grants, funding initiatives, and relevant training programs for Black-led organizations; share findings with the CBO network.
- Attend all CBO member network events, provide pre and on-site event coordination support, and manage volunteers when needed.
- Establish processes to receive and organize CBO member announcements; compile information for bi-monthly newsletter and general emails. Work with Communications & Marketing Consultant to initiate content for the bi-monthly newsletter.
- Capture and document CBO member narratives for the website, UpMetrics dashboard, and social media.

Administration & Operations

- Coordinate CBO member meetings/events via Zoom (or in-person when safe); communicate event information to participants; provide tech support, as needed.
- Maintain and regularly update data systems. Import files to UpMetrics dashboard and provide reports as needed.
- Organizes applications, MOUs, and information related to CBOs members. Uploads documents to shared Google folders regularly.
- Collects all invoices sent by facilitators, presenters, and contractors and submits them to the Collective's Fiscal Manager for review and approval.
- Supports the Collective's Fiscal Manager with CBO's grant agreements and grants payment processing.
- Support team members with project-related research, which may include trends in philanthropy, movement building and racial justice; prepare summaries of key findings.
- Follow-up on meeting action items to track and ensure completion.
- Manage digital files; organize Google drives and shared calendar for team collaboration.
- Prepare, edit & finalize meeting materials, professional and confidential documents.
- Track individual project tasks via Asana.

Qualifications

This position is an excellent opportunity for an organized, self-starter. SGS works with a high degree of professionalism and community care. As such, team members are expected to represent SGS with integrity and excellence. The ability to plan ahead, anticipate needs, document decisions, build trust and camaraderie with peers and elders, and perform responsibilities with limited oversight are all essential skills. We operate as a sacred sisterhood worthy of our own and each other's dignity and respect.

The ideal candidate will possess the following professional and personal abilities, attributes and experiences:

- Some college education: Bachelor's degree strongly preferred. Commensurate work experience (5+ years) may be substituted for a degree.
- 3-5 years (with a degree) or 5+ years (non-degree) of relevant experience required, preferably in a nonprofit or small, startup environment. Experience working in a community-based organization is strongly preferred.
- Clear experience in providing program implementation support, logistical, event and meeting planning.
- Deep attention to detail, exceptional organization and program/project planning.
- Sound research and writing skills with attention to proper spelling, grammar and formatting required.
- Technical command of Google Suite, Microsoft Suite, Zoom, online meeting and project management tools; comfortability with exploring and incorporating new technologies.
- Cultural intelligence, evidenced by a background living and/or working in communities served by SGS.
- Ability to anticipate and think ahead.
- Ability to self-manage in a virtual environment; manage time effectively and be responsive to various forms of communication.
- An exceptionally high work ethic with a sense of pride in one's work.
- A high degree of professionalism combined with an ability to build relationships, trust and rapport across a spectrum of stakeholders ranging from grassroots community leaders, clients, elected officials, funders, other colleagues and team members.
- Open to learning, developing, feedback, and continuous improvement.
- Commitment to racial equity and social justice.
- Reliable transportation. The ability to commute to events and meetings is essential, post-COVID.

This is a full-time, non-exempt position with a starting salary of \$58,000 annually plus benefits. The position is virtual with local travel across Los Angeles and the Inland Valley/Empire required.

SGS offers a range of benefits including:

- \$50 monthly stipend for cell phone and internet reimbursement
- \$150 monthly contribution toward the purchase of an individual health plan and up to \$2,000 annually for access to counseling/mental health supports
- Up to \$1,250 annually toward individually designed and selected professional development
- 10 PTO days to be used at the employee's discretion
- Profit-sharing 401K plan with eligibility after one-year and full vesting after three years
- Paid civic duty (voting and/or jury service up to 10 days)
- 13 paid holidays plus a paid winter holiday break and two-weeks of structured *Quiet Time* in August
- Bereavement and Paid Family Leave

Expected Start Date: No later than September 2022

SGS is an Equal Opportunity company with a strong commitment to gender and racial equity. We welcome applications from all, and strongly encourage individuals underrepresented in the workforce to apply.

To apply: Please submit the following materials to london@socialgoodsolutions.com.

- Resume
- A cover letter that answers the following question: *This position is well-suited for me because...*