



## Project Coordinator- Santa Ana Active Streets JOB ANNOUNCEMENT

TITLE	Project Coordinator
FLSA STATUS	Non-Exempt
PAY CLASS	Part-Time
REPORTS TO	Project Director
LOCATION	Santa Ana, California and/or Remote

### Job Summary

SAAS is a community-based coalition with the mission of cultivating diverse community participation in creating a safe and accessible environment for active transportation in Santa Ana. Formed in 2013, our vision is to empower residents to become engaged participants in the emerging active transportation movement in Santa Ana by hosting community events, partnering with local organizations, and working directly with city officials.

The primary role of the Project Coordinator is to ensure the efficacy, integrity, and success of the Santa Ana Active Streets (SAAS) coalition programming, capacity, and vision. This position provides volunteer recruitment and supervision; coordination of program logistics; adhering to program reporting requirements and guidelines; maintenance of records and compliance; and facilitating coalition meetings. The Project Coordinator works with the Project Director to implement programs, policies, and procedures designed by the SAAS Advisory Board/Leadership Committee to ensure the organization's success and growth.

### Education/Experience Requirements

 Minimum requirements include:

- The position requires skills in the areas of leadership, mentorship, communication, problem-solving, and organization;
- Experience working with youth, seniors, undocumented residents, and monolingual Spanish speakers is greatly desired;
- Experience working with and developing programs for community members who have disabilities is greatly desired, especially in marketing strategy, content development, and engagement;
- Proficiency in Spanish (written and spoken) is preferred;
- Some marketing experience, including graphic design, social media and e-newsletters.

**Compensation** \$24 per hour



## Benefits

- All employees: 401(k) voluntary employee contribution
- Part-time employees (29 hours per week or less): paid sick leave

## Company Summary

*Launched in 2007, Charitable Ventures is a non-profit organization dedicated to creating positive social impact through transformative ideas and investments. We provide incubation, sponsorship, and capacity building services such as planning, facilitation, and evaluation for funders, non-profit organizations, government, and community leaders throughout California.*

*We maximize the impact of emerging and established nonprofits, as well as donors and foundations with a passion for change – and we're considered an essential part of the nonprofit sector infrastructure in Southern California.*

*Since inception, Charitable Ventures has fiscally sponsored more than 62 Projects that address a wide array of social issues.*

In 2020, Charitable Ventures anticipates sponsoring more than 35 active projects on track to raise between \$14 and \$16 million in revenue.

**Applications:** Please send cover letter and resume to [HR@charitableventuresoc.org](mailto:HR@charitableventuresoc.org).

*Charitable Ventures is committed to the principle of equal employment opportunity.*