

Job Description: Health and Violence Prevention Coordinator



Status: Full-time

Salary: \$45,000-55,000, depending on experience

Location: Esperanza United's main office is located in Saint Paul, MN. This position may be located anywhere in the U.S. provided the candidate has experience working independently as part of a team and can successfully carry out duties remotely.

Reports to: Community Health and Wellness Manager

Position overview

The Health and Violence Prevention Coordinator administers and organizes all activities for a multiyear grant program to enhance the health and safety of Latin@ communities across the country, which Esperanza United was awarded by the U.S. Department of Health and Human Services, Administration for Children & Families, Family & Youth Services Bureau, Family Violence Prevention and Services Program under the American Rescue Plan of 2021. This position coordinates the day-to-day activities of the program.

About us

Esperanza United mobilizes Latinas and Latin@ communities to end gender-based violence. Formerly Casa de Esperanza, Esperanza United was founded in 1982 by a small group of persevering Latinas as an emergency shelter in St. Paul, Minnesota. We continue to ground our work in community strengths and wisdom, as we serve Latin@s locally and nationwide.

Core responsibilities

- Coordinates day-to-day grant program activities, including organizing program meetings and trainings, coordinates internal and external communication for the program, and collects data for grant program progress reports.
- Prepares necessary meeting and training materials, and documents important actions and decisions from meetings.
- Ensures project deadlines are met.
- Provides training and technical assistance as needed in collaboration with team members.
- Collaborates with Esperanza United's research, policy, and training and technical assistance teams for the planning, implementation, and evaluation of grant program activities.

- Actively participates in team meetings, workgroups, and organization-wide initiatives, such as our anti-racism efforts.
- Contributes to a collaborative, positive organizational culture. Embodies the values and qualities of Esperanza United in external relationships.
- Performs other such duties as assigned within the scope of the position and program description, as well as those reflective of their experience, education, and ability.

Qualifications

- Education and experience
 - › Undergraduate degree in a relevant area or an equivalent combination of relevant experience.
 - › At least three years in coordinating projects and initiatives.
 - › Demonstrated knowledge of gender-based violence within the Latin@ community and the intersections with race, ethnicity, culture, immigration, language justice, and lived realities among other considerations.
- Skills and abilities
 - › Highly responsible and accountable.
 - › Proficient in Microsoft Suite, especially Word, Excel, PowerPoint.
 - › Critical thinker, problem-solver, solutions-finder using a strengths-based perspective.
 - › Ability to navigate complexity deftly and with tact and diplomacy.
 - › Highly organized and detail-oriented while still able to possess a “big picture” perspective.
 - › Ability to work with tight deadlines.
 - › Ability to manage multiple priorities to ensure work is completed in a timely and productive manner.
 - › Demonstrated ability to synthesize complex information.
 - › Ability to work effectively independently and in teams.
 - › Open to new ideas and innovation. Possesses an entrepreneurial spirit.
 - › Highly collaborative and dependable, non-ego driven.
 - › Adaptable. Comfortable with emergence, complexity, and working with some ambiguity.
 - › Sound judgment and decision-making.
 - › Ability to relate to people at all levels of an organization and model behavior consistent with Esperanza United’s vision, mission, and values.
 - › Committed to a learning culture, including race equity/anti-racist practices.
 - › Bilingual (Spanish/English) preferred.

Work environment

Esperanza United strives for diverse, equitable, and inclusive work environment and does not discriminate on the basis of race, color, religion, creed, national origin, sex, age, (dis) ability, marital status, sexual orientation, gender identity, language, place of residence, political affiliation, veteran status, status regard to public assistance, or any other class protected by local, state, or federal law.

Travel requirements

There may some travel required.

The above statements are not intended to encompass all functions and qualifications of this position; rather, they are intended to provide a general framework of the requirements of the position. Job incumbents may be required to perform other functions not specifically addressed in this job description.

To apply

Send your cover letter, resume, and salary expectations to humanresources@esperanzaunited.org with the subject header, "Your Name Application – Health and Violence Prevention Coordinator."

We will consider applications on a rolling basis, with priority for those submitted by April 22, 2022. However, applications will be accepted until the position is filled.