



Coordinator for the Latinx and Indigenous Migrant COVID-19 Response Task Force

The Position:

The Latinx and Indigenous Migrant COVID-19 Response Task Force, in collaboration with the Santa Barbara County Public Health Department, is employing a Task Force Coordinator to help with the implementation of the Task Force's county-wide health equity projects. The Coordinator will work in collaboration with dozens of diverse community organizations and representatives to coordinate meetings between the members of the Task Force, working groups, and representatives from other institutions to assist in health equity efforts for the Santa Barbara Indigenous and Latinx migrant communities. While the focus of our efforts are on these communities, it is important to acknowledge the diversity of the broader immigrant community in our county. The Coordinator will assist in strategizing for outreach, organization, and administration of Task Force activities, while following social justice principles of equity, inclusion, language justice, and community-centered action.

Family Service Agency (FSA) is the fiscal agent for the Latinx and Indigenous Migrant COVID-19 Response Task Force. The Coordinator will be an employee of FSA, and FSA will provide administrative supervision. The Task Force will provide day-to-day supervision.

FSA will be accepting applications until September 15, 2020.

Sample of Duties and Responsibilities:

- Administration of Task Force operations— oversight and implementation of projects from start to finish.
- Task Force facilitation, including oversight of Operations and Technical Teams and of the Task Force meetings. (This will necessitate attendance at every Task Force, Steering Committee, Operations Team, and Technical Team meeting.)
- Guidance of Steering Committee, and coordinating with its members for public presentations and communication with press.
- Maintain knowledge base of Task Force's working groups in order to facilitate coordination and provide support.
- Ensure timeliness of Task Force operations and work flow.
- Review updates of Priority Action Areas and Task Force meeting highlights with other TF staff.
- Monitor for adherence to principles of community-based service and social justice.

Employment Standards:

- Bachelor's degree from accredited institution or equivalent experience required.
- Excellent organizational skills; works well with teams and independently.
- Bilingual: speak, read, write, and understand English and Spanish fluently.
- Good technical skills, including videoconferencing, Google drive, and Microsoft Office.
- Attention to detail; patience and flexibility.
- Valid California Driver's License, proof of vehicle insurance, and reliable transportation.
- Desirable Experience: familiarity with Community-based Organizations (CBO's) and institutions working with diverse Latinx and Indigenous migrant communities in North and South Santa Barbara County; experience working with Latinx and Indigenous migrant communities; development and management of budgets; grant writing

Classification, Hours and Pay Rate:

- The position is part-time (20 hours/week), and includes limited benefits: sick leave accrual, vacation accrual, holidays, and eligibility for flexible spending accounts and 403(b) retirement account.
- Pay is dependent on experience.

Family Service Agency (FSA) has long been regarded as one of Santa Barbara County's most reliable and effective nonprofit human service organizations. Our mission is to strengthen and advocate for families and individuals of all ages and diversities, helping to create and preserve a healthy community. We are committed to providing services where they are needed most: in the community. Eighty percent of our services are delivered on school campuses, at community centers and in clients' homes. Our programs, which serve more than 25,000 people annually, combine clinical expertise, bilingual and bicultural staff, and close collaboration with other agencies. At FSA, all services are provided free or on a sliding fee/donation scale and no one is denied assistance because of an inability to pay.

It is **highly recommended that you submit both a cover letter and resume.**