



PROJECT COORDINATOR JOB ANNOUNCEMENT

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

Who is Charitable Ventures?

Charitable Ventures was created to make sure nonprofits are resilient, effective and empowered so they can serve their communities when they are needed most. Aiming to make our community more socially, racially and economically just, our employees guide and design strategies to effectively address those needs.

Do you have a passion for your community focusing on equity, inclusion, cultural competency, and a love for Santa Ana bicyclists and pedestrians?

If so, your passions align with the Charitable Ventures mission!

What are we looking for in our next team member?

Answer the questions below to see if you may be our new team member!

Are you ready to:

- In collaboration with Project Director and Project Manager, manage and coordinate programs events, activities, and planning meetings
- Support Project Director and Project Manager in budget development and updates
- Work closely with team members in the development of new grant proposals and opportunities
- Create, manage, and distribute an e-newsletter.
- Maintain SAAS Contact Lists
- Create flyers for in-person outreach activities and social media distribution
- Develop and update marketing strategy with Project Manager
- Post on SAAS social media, including Instagram, Twitter, and Facebook; creating new channels when necessary
- Manage website updates, social media messages and content and ensure all current and upcoming events are accurate and up to date.
- Adapt content to language needs (e.g., English, Spanish, Vietnamese)



If you answered yes to any of the questions above, your next career may be waiting for you at Charitable Ventures! And we would love to explore it with you.

Job Summary

The Project Coordinator will be responsible for making lasting connections with and between community members, community-based organizations, public agencies, schools, churches, parent centers, businesses, and key stakeholders in support of Santa Ana Active Streets program offerings throughout Santa Ana and nearby communities. The Program Coordinator provides volunteer recruitment and supervision, coordination of program logistics, graphic design, social media, and newsletter marketing, adhering to program reporting requirements and guidelines, maintenance of records and compliance, and is comfortable speaking and presenting to various audiences.

What are the desired qualifications?

Education: HS Diploma or equivalent required

Experience:

- Have at least 2 years of experience working with youth, seniors, undocumented residents, and monolingual Spanish speakers.
- Experience working with and developing programs for community members.
- Strong interest in transportation, mobility justice, natural and environmental issues
- Ability to work remotely as well as work outdoors for hours at a time for community bike rides, walks, bike rodeos and bike classes, including evening and weekend hours.
- Must be able to perform this role safely, without endangering the health or safety of themselves or others.
- Excellent knowledge of MS Office and Google Suite.
- Digital marketing management experience, including marketing and content strategy, online engagement, graphic design, social media management, and e-newsletters.

Skills:

- Minimum of two years of professional experience working on issues related to transportation, community health.
- Fluent in multiple languages (e.g., bilingual, 3 or more languages)
- Excellent knowledge of Adobe Express, Canva or similar graphic design software
- Competency of Adobe Suite programs (e.g., Premiere, Illustrator, Photoshop)

Compensation Commensurate with experience, education, and market (\$30 per hour)

Benefits

- All employees: 401(k) voluntary employee contribution



- Full-time employees (30 or more hours per week): health insurance (medical, dental, vision); paid time off; company-wide holidays
- **But the most rewarding benefit is your ability to contribute to building stronger communities!**

Is this job not a right fit for you? Maybe it is for a colleague, friend, or neighbor. Please refer anyone that may be a good fit! And check back for other postings as you may become a team member through *your* unique skills and experiences!

Company Summary

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

Charitable Ventures maximizes the impact of emerging and established nonprofits, as well as donors and foundations with a passion for change – and is considered an essential part of the nonprofit sector infrastructure in Southern California. Since inception, it has fiscally sponsored more than 60 projects that address a wide array of social issues.

Applications: Please send cover letter and resume to general@saascoalition.org.

Charitable Ventures is committed to the principle of equal employment opportunity. In all that we do, Charitable Ventures supports its clients, projects, staff and partners through our commitment to equity, economic and social justice, diversity and inclusion, and in ways that uplift our communities' assets and potential.