

Wellness Coordinator

JOB TYPE

Part Time

SALARY

Details: Hourly rate between \$12.50-\$17.50 an hour.

PUBLISHED:

09/18/2017

ADDRESS

[135 North Mission Road](#)

Los Angeles

California

90033

United States

DESCRIPTION

POSITION: Wellness Coordinator

STATUS: Part-time. Must be able to commit for full school year (Now- June 2018).

\$12.50 to \$17.00 depending on experience.

HOURS: 25 hours/weekly (Some hours will need to be scheduled during school-day hours between 8:00am to 6:00pm)

START DATE: ASAP

Promesa Boyle Heights (Promesa) is seeking a dynamic wellness coordinator who can bring together and develop relationships with wellness partners, school staff, and residents to lead coordination of the Promesa Boyle Heights wellness series. The Wellness Series consists of workshops to address health through a holistic approach: physical, mental, and emotional prevention and intervention supports. Workshops and services are open to community members, students and parents at no cost throughout the year. Coordinator will also help coordinate physical and mental health partners in our local schools to ensure that services are reaching the students with highest need, ensure referrals are adequately met, and increase awareness of existing wellness services.

DUTIES AND RESPONSIBILITIES:

- Build and maintain working relationships with a wide-range of partners. These include residents, youth, schools, local organizations and public/private institutional leaders;
- Implement outreach strategies to recruit, sustain and actively involve residents in Promesa Boyle Heights initiatives and to connect them to services, resources, and campaigns of our partner organizations;

- Work with organizations and schools to coordinate and implement a Wellness Series that brings cohesion and access to a wide-range of wellness resources, including physical and mental health services, financial empowerment, legal services, and broad prevention and support services such as family communication, LGBTQ supports;
- Building and maintaining relationships with General Assembly, Steering Committee, and other Promesa BH Solution Teams;
- Attend Wellness related events, such as meetings, conferences with coalitions, alliances, and school district meetings;
- Help design and implement quantitative and qualitative evaluation and reporting tools;

Basic Qualifications:

- A minimum of 2 years of community organizing experience. Knowledge of collective-impact models, community-school approaches;
- Ability to work autonomously and as a member of a team in a fast paced environment;
- Must be computer literate and have experience working with databases, word processing programs, spreadsheets, internet research programs and power point.
- Strong leadership abilities including an encouraging, motivating presence to help with conflict management, team building, goal-setting, prioritization and strategic planning;
- Ability to be flexible, resilient, & adaptable to changing dynamics;
- Experience with social media and content development is a plus;
- Spanish-speaking ability, experience working in nonprofits, and/or Boyle Heights lived experience is a BIG plus;

To apply: Please send a resume and cover letter with a salary history and a list of at least 2 references to promesajobs@proyectopastoral.org (add *Wellness Coordinator* on the subject line).

Salary Range: Hourly rate between \$12.50-\$17.50 an hour.

Applications will be accepted until position is filled. We encourage interested applicants to submit as soon as possible since we are aiming for the first round of interviews to begin on **September 27th**.

Promesa Boyle Heights is a passionate collaborative of residents, youth, schools, local organizations and public/private institutions working together to realize a vision where: 1) every child has an opportunity to learn, grow and succeed from cradle through college and career; 2) families can live a stable, healthy and fulfilling life; and 3) every individual is empowered to act and create a more just and interdependent community. For more information, visit: www.promesaboyleheights.org.

Proyecto Pastoral is a founding Steering Committee member and the backbone organization for the Promesa Boyle Heights collaborative. Proyecto Pastoral at Dolores Mission was founded in 1986 by community residents and the California Province of Jesuits. It has grown into a highly effective community - building organization. Proyecto Pastoral is committed to involving local community members in the planning, design and implementation of its programs. Proyecto Pastoral serves over 2,500 children, youth and families annually through its five programs. For more information, visit: www.proyectopastoral.org.

**Proyecto Pastoral is an equal opportunity employer. Women, LGBTQIA and people of color are encouraged to apply. Spanish-speaking ability, experience working in nonprofits, and/or Boyle Heights lived experience is a BIG plus.

LEVEL OF LANGUAGE PROFICIENCY

Spanish-speaking

PROFESSIONAL LEVEL

None specified

MINIMUM EDUCATION REQUIRED

No requirement

HOW TO APPLY

promesajobs@proyectopastoral.org

<http://www.promesaboyleheights.org>

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