



FAMILY JUSTICE CENTER

SAFETY | HEALING | COMMUNITY

cocofamilyjustice.org

Solanofamilyjustice.org

Job Title: Project Coordinator

FLSA Status: Non-Exempt

Hourly Rate Range: \$30 - \$34

Location: West Family Justice Center

Prepared Date: 12/12/24

The Family Justice Center (the “Center”) is a warm and welcoming one-stop center for victims of interpersonal violence (IPV) -- domestic violence, sexual assault, child abuse, elder abuse and human trafficking. The Center serves victims and survivors regardless of their income, immigration status or location. The Center is a public-private partnership committed to creating a vibrant community free of coercion and fear. It supports the West Center located in Richmond, the Central Center in Concord, the East Center in Antioch, the South Center in Danville, and the Solano Center in Fairfield.

POSITION SUMMARY:

We are accepting applications for one full-time Project Coordinator. We provide generous fringe benefits, including paid holidays, paid annual and sick leave, health insurance coverage, dental and vision coverages, life insurance and retirement benefits.

Project Coordinator is responsible for coordinating and supporting the Center’s community programs, including:

- Community Leadership Program (Project Connect / Peer to Peer)
- Community Fellowship Program
- WINGs
- Children and youth programs under Richmond Children Youth Fund

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Review program goals and activities to meet program goals.
- Implement program activities, oversee grant deliverables, and refine program designs.
- Document and report on program outcomes.
- Plan and attend community outreach events.
- Coordinate special projects, partner meetings and trainings. Participate in short- and long-term strategic planning.
- Perform other duties, functions, special projects, and responsibilities as assigned and deemed necessary by the Executive Director.

West:
256 24th Street
Richmond CA 94804
(510) 974-7200

Central:
2151 Salvio Street, Ste 201
Concord, CA 94520
(925) 521-6366

East:
3501 Lone Tree Way
Antioch, CA 94509
(925) 281-0970

South:
319 Diablo Road #103
Danville, CA 94526
(925) 486-0100

Solano:
604 Empire Street
Fairfield, CA 94533
(707) 784-7635



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ADDITIONAL DUTIES – BACK UP NAVIGATION:

- Conduct screening interviews with all incoming clients, including needs assessment, safety plan, service plan, and follow-up plan.
- Participate in active, ongoing case-planning with partners.
- Maintain relationships with Family Justice partners for coordination of client services.

EDUCATION AND EXPERIENCE:

- Bachelor's Degree in a related field or equivalent work experience.
- Minimum of two years' experience relevant to the position: training, curriculum development, program design and implementation, coaching and victim advocacy.

KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrated knowledge of or a background in domestic violence, sexual assault, child abuse, stalking, elder abuse, or human trafficking.
- Excellent oral and written communication skills, including public speaking and proofreading.
- Ability to design training curriculum and deliver training.
- Excellent facilitation skills and training experience.
- Demonstrated experience in volunteer management.
- Ability to work with and support youth.
- Strong analytical and organizational skills and problem-solving capabilities.
- Project management experience and report writing skills.
- Microsoft Word, Excel, and Google features proficiency.
- High comfort with data collection and evaluation. Familiarity with case management databases.
- Ability to travel.
- Ability and willingness to learn new areas and practices.
- Teamwork and interpersonal flexibility.
- Cultural responsiveness and an alignment with our values and commitments to equity and inclusion.
- Comfort with social media communication, website design, and graphics work preferred.
- Fluency in Spanish or Asian languages preferred.

SPECIAL CONSIDERATION:

- Ability to create effective social media posts.
- Excellence in website design and graphics.
- Superb writing skills.
- Ability to fix computers and troubleshoot technical issues.
- Interest in or experience with non-violence work.
- Innovative and creative self-starter.
- Interest in staff and organizational development work.
- Deep understanding of public systems.

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APPLICATION PROCESS:

To apply to this position, please submit a **cover letter and resume** to: jenna@cocofamilyjustice.org . Please explain in your cover letter: (a) why you are interested in the position and (b) why you believe that you are qualified for the position. **We will not review your application without a cover letter.** Please note that finalists will be asked to perform research and writing tasks.

We practice equity in all aspects of the organization and value diversity of culture, thought, and lived experiences. We seek talented, qualified individuals who will contribute to the culture of diversity and inclusion at the Family Justice Center.

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