



**EAST BAY ALLIANCE FOR A SUSTAINABLE ECONOMY**  
Building Power With Community, Workers & People of Faith

## **JOB ANNOUNCEMENT: Project Coordinator (Short-term, part-time)**

The **East Bay Alliance for a Sustainable Economy (EBASE)** has a 22-year track record of advancing economic, racial, and social justice by building a just economy in the East Bay based on good jobs and healthy communities. We address the root causes of economic injustice by developing strategic alliances among community, faith, and labor to build power and create change with low-income workers and communities of color.

**About the Project:** EBASE is part of a statewide California COVID-19 Workplace Outreach Project (CWOP), which is reaching millions of people across California to ensure that access to vaccines, COVID safety information and know your rights training is provided to low wage workers and tenants in Black and brown communities. EBASE participated in phase 1, reaching over 6,000 people through in-person outreach, phone calls, text banking and trainings. This fall, EBASE is participating in phase 2 of the CWOP program, with a goal of reaching 5000 more people.

### **POSITION SUMMARY**

The Project Coordinator will coordinate EBASE and partners' work under the California COVID-19 Workplace Outreach Project (CWOP) grant. This will include serving as our liaison with the Sierra Health Foundation and Worksafe CA which is providing the funding, training, and content for the program. The Project Coordinator will be responsible for making sure EBASE teams and our subgrant partners, Unite Here Local 2850 and North Bay Jobs With Justice, have the information they need to engage and educate workers in this effort. The Project Coordinator will provide data and support to EBASE's texting program. The Project Coordinator will also be responsible for collecting and submitting weekly reports on our collective outreach efforts. The Project Coordinator reports to the Associate Director. This is a short-term 4-6-month position that will work about 24-32 hours/week.

### **RESPONSIBILITIES**

- Liaise with Sierra Health Foundation and Worksafe which is providing the funding, training, and content for the program. Participate in regular regional and statewide meetings pertaining to this grant. Receive and disseminate information to the appropriate people at EBASE, Unite Here Local 2850, and North Bay Jobs With Justice via email and direct communication in a timely way.
- Coordination with outreach teams. Hold regular weekly meetings with Unite Here Local 2850 and North Bay Jobs With Justice to ensure they have the information needed to conduct outreach and report results. Be available for questions and providing information in between meetings
- Manage EBASE's data collection and reporting systems. As needed provide training to EBASE, Unite Here Local 2850, and North Bay Jobs With Justice staff on data systems. Follow up on weekly data collection and log weekly outreach activities. Combine results and submit weekly reports regarding contacts and deliverables on time to Sierra Health.
- Support EBASE text-banking program which will contact 2500 people via text. Coordinate with EBASE staff to identify the list of people to be texted, manage the texting software, ensure script aligns with grant goals and pull daily reports on outcomes.
- Coordinate ordering, receiving, and disseminating PPE, fact sheets, and supplies to teams.
- Budget tracking and financial reporting. Provide and receive expense reports from partners that include monthly billable hours, and approved purchases. Ensure all expenses are appropriately coded and within budget. Consolidate and submit monthly financial reports to Sierra Health Foundation.

- Support two narrative grant reports by collecting anecdotes and written reflections from partners on their experience, success, challenges, and lessons meeting the outcomes.
- Support outreach teams in the field with supplies, food, and outreach as needed.
- Identify concerns or challenges as they arise and troubleshoot with the supervisor to ensure the overall success of the program and meeting of grant deliverables.

#### Qualifications

- Excellent communicator: comfortable communicating by text, zoom, phone, and email. Asks questions, listen well, and clarifies information.
- Extremely organized and detail-oriented with both numbers and narrative information. Comfortable working with data.
- Enjoys managing and improving systems for efficiency.
- Comfortable working in a collaborative environment and building positive relationships.
- Excellent time management. Experience creating and managing a weekly work plan. Able to pivot priorities as new information arises and circumstances change.
- Ability to learn new software and train others as needed.
- Personal commitment to economic, racial, and gender justice.
- Facility with Google Suite (doc, sheets, forms).
- Basic budget tracking and purchasing experience.
- Able to carry up to 30lbs.
- Travel to on-site visits with partners; has a car, car insurance, and driver's license.
- Access to consistent phone and working internet; EBASE will provide a chrome book.

#### **PREFERRED QUALIFICATIONS:**

- Experience providing data and tech support to texting outreach programs.
- Has a good understanding of CA Labor Rights Laws.
- Has a good knowledge of the COVID-19 vaccine.

#### **WORK ENVIRONMENT:**

Like all EBASE staff, this position will generally work from home during shelter-in-place. In the future, this position will be based out of the Downtown Oakland office.

#### **COMPENSATION:**

The Program Coordinator is a short-term (4-6 months), part-time (24 - 32 hours/week) position. The wage for this position is between \$28 - 31.25/hr, depending on experience. EBASE provides an excellent working environment that encourages teamwork and recognizes high-quality work.

Email cover letter, resume, and three professional references to: [search@workingeastbay.org](mailto:search@workingeastbay.org), Subject line "PROJECT COORDINATOR" Applicants who do not meet the minimum requirements will not receive a response.

**Preference for applications that are received by October 1, 2021** Applications will be reviewed on a rolling basis as they are received. The position will be open until filled and starts immediately.

*EBASE is an affirmative action employer and strongly supports the social goals of affirmative action. We, therefore, make special efforts to recruit individuals from groups that are historically underrepresented in professional environments or that suffer broader societal discrimination.*