



A Hopeful Encounter Opportunity Announcement¹

Position: Community Coordinator

FTE: 30 hours/wk, Part-Time, Hourly, Non-Exempt

Location: A Hopeful Encounter, Fresno, Ca

Closing Date: Open until filled - *Position is contingent upon continued funding.*

THE ORG:

At A Hopeful Encounter (AHE) we are passionate about what we do and love having fun. We serve high potential youths and young people in Fresno County. Our mission is to partner with our communities to galvanize and develop confident and thriving youths to become change agents through health, education, agriculture, recreation and technology. We partner with like-minded organizations to expand the support and success of SEAA youths and other historically marginalized groups.

THE POSITION:

A Hopeful Encounter is seeking a dynamic and passionate Community Coordinator to join our team. The Community Coordinator will play a crucial role in maintaining and expanding A Hopeful Encounter's public image, facilitating community engagement, outreach, and collaboration to promote access to mental health services, suicide awareness and prevention, and support within the community. This position is an exciting opportunity to make a meaningful impact on the well-being of youths and families in Fresno. This role will require the individual to work collaboratively with the Education and Outreach Coordinator and Peer Support Specialist. This individual will report to the Program Manager and may conduct special duties or projects under the direction of management staff.

RESPONSIBILITIES:

- Develop and implement community engagement strategies to raise awareness about mental health services and resources.
- Establish and maintain partnerships with community organizations, healthcare providers, schools, and other stakeholders to facilitate referrals and access to services.
- Coordinate outreach events, workshops, and educational sessions to promote mental health awareness and destigmatize mental illness.
- Serve as a liaison between A Hopeful Encounter and community members, responding to inquiries, providing information, and addressing concerns.
- Collaborate with program staff to ensure culturally responsive services and support for diverse populations, including the Hmong community.
- Collect data and feedback from community members to inform program development and improvement efforts.
- Organize and facilitate youth and young adult education sessions, workshops, and training to promote mental health and suicide awareness & prevention.
- Assist in the development of outreach materials, including flyers, brochures, and social media content.
- Participate in staff meetings, trainings, and professional development opportunities as required.
- May be required to work some evenings and weekends.

Minimum Qualifications:

Suggested Skills & Abilities

- Bi-lingual and Bi-cultural: Communicate effectively in written and spoken Hmong and English REQUIRED.
- Resourceful & effective problem solving skills
- Previous experience in community outreach, engagement, or coordination.
- Knowledge of mental health issues, resources, and services, particularly within diverse communities.
- Excellent communication and interpersonal skills, with the ability to build relationships and collaborate effectively with diverse stakeholders.
- Strong organizational skills and attention to detail, with the ability to manage multiple tasks and priorities.
- Cultural competency and sensitivity to the needs of diverse populations, including the Hmong community.
- Proficiency in Microsoft Office and experience with social media platforms.
- Ability to work independently and as part of a team in a fast-paced environment.
- Valid driver's license and access to reliable transportation.
- Ability to connect with the neighborhood residents
- Comfortable with outreach, public speaking, and presentations
- Excellent time management skills and the ability to prioritize work

Education

- Associate degree in social work, psychology, public health, or a related field (Bachelor's degree preferred). **Or**
- Some college units with more than 3 years of experience in community coordination.

Experience

- At least one (1) year of service experience working with the community.

To apply:

Please email a **cover letter and a resume with at least two references** to info@hopefulencounter.org with **Community Coordinator** in the subject line.

Incomplete submissions will not be considered.

¹AHE values diversity and provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.