



**JOB TITLE:** Program Coordinator

**REPORTS TO:** Program Managers and Director of Operations

**STATUS:** Full-time Hourly (Non-exempt) with medical, dental and vision benefits

**RATE / HOURS:** \$28/hour, 40 hours/week

**LOCATION:** Los Angeles-based, primarily remote but includes regular in-person meetings and events.

**VISION:** We envision a world in which every voice is heard, no one is invisible, and everyone has the opportunity to connect to the community.

**MISSION:** Center for Council teaches skills for improving and sustaining the health and resilience of individuals, relationships, and communities by incorporating neuroscience, fostering compassion and utilizing the practice of council.

**SUMMARY:** Center for Council has been providing grant-funded programming to individuals inside CDCR prisons since 2013 (now in 29 facilities); the new Council Reentry Program began in January 2022 and has received new funding to expand as an “Accountable Community for Health,” providing “warm-handoff” support to individuals returning to Los Angeles in the form of one-on-one case management, linkages to comprehensive reentry services, resource workshops and peer-to-peer resources in the form of regular council sessions, as well as further training in facilitating council and potential program leadership.

We are expanding our staff to include support for our CDCR Program Manager and Lead CRP Case Manager in the form of general administrative support and coordination and, in some cases, direct case management, as our caseload increases. The role requires the ability to shift between administrative tasks and direct case management provision and will include in-person meetings, regular phone calls with participants and other service providers, and meticulous record-keeping in case management software. The ideal candidate possesses the ability to be flexible, as well as a strong sense of ownership of projects, making sure all necessary information is collected and distributed, and important relationships are maintained and nourished.

## **RESPONSIBILITIES:**

### **Program Support**

- Assist CRP Case Manager with the execution of program delivery needs and provide direct case management services to a small caseload of people (3-7)
- Coordinate with local program providers to communicate availability of services to potential participants and assist in networking with partners
- Coordinate weekly council circle meetings in for CRP participants and broader LA reentry community and provide logistical support
- Assist with and coordinate preparations for resource workshops for participants and system-impacted individuals and help with communications/outreach
- Assist CDCR Program Manager with in-reach to CDCR site staff to support our programming and to connect with potential CRP participants

### **Administrative Support**

- Respond to inquiries about in-prison programming received from prison staff, participants (current or potential), staff and colleagues in a timely manner
- Receive and respond to calls, email and postal mail regarding CRP– and screen and assess potential reentry program participants for suitability
- Keep clear records of all outreach activities and case management for grant reporting
- Help support logistics of survey and roster collections for-in prison programming and help support distribution of materials to prison sites (books, DVDs, certificates)

### **Required Skills and Experience**

- Must be able to work effectively remotely, but also able to meet in-person throughout Los Angeles County as needed
- One year of case management experience
- Strong organizational skills
- Ability to work with individuals from varied backgrounds
- Familiarity with basic software platforms (e.g. Word, Excel, Google Workspace)
- Familiarity with or ability to quickly self-learn web-based platforms, such as BestNotes
- Operates with a high level of integrity, maturity, and transparency
- Works cooperatively and effectively with others
- Self-starter comfortable asking questions when needed
- Ability to work efficiently and independently without ongoing supervision
- Ability to innovate solutions to problems that arise
- Patience, assertiveness, and a sense of humor are required
- Interest in social service, community-building non-profit organization
- Commitment to self-care

*Individuals that are formerly incarcerated or otherwise system-impacted are strongly preferred.*

### **TO APPLY**

Please submit a cover letter and résumé in a single PDF document to [jobs@centerforcouncil.org](mailto:jobs@centerforcouncil.org), with “Programs Coordinator” in the subject line.

*Center for Council is a Los Angeles-based nonprofit organization that is fiscally sponsored by Community Partners®, an equal opportunity employer committed to a diverse and inclusive workforce. In addition, the organization will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring.*