



Job Announcement:

COLLABORATIVE COORDINATOR

Status: Full Time \$40,000 - \$45,000/year + benefits

Function:

To provide support and coordination for El Cajon Collaborative (ECC) and Little House Family Resource Center (FRC). This includes the performance of a variety of administrative tasks for the interagency collaborative, responsible technical work in management areas, assistance in analysis and solution of program development and implementation, and performance of related work as required.

Summary of Duties:

1. Leadership facilitation and coordination of Collaborative leadership teams, work groups and activities.
2. Lead all areas of fund development including development of, and monitoring of grants.
3. Lead outreach and engagement to ensure the integration and coordination of services provided by interagency collaborative partners.
4. Manage the sustainability planning for future Collaborative work.
5. Manage the fiscal operations of ECC and Little House.
6. Create, manage and maintain key information and documents for historical record of Collaborative work: including meeting agendas and minutes of team and workgroups meetings as assigned.
7. With consultation from LH Avocado, Inc. Board of Directors, be responsible for the day to day management of Little House including maintenance and repair of property and building, all office machinery, office leasing, tenant relations and all government relations.

Abilities/Skills/Knowledge:

- . Knowledge of the principles and practices of public administration, education and non-profit organizations;
- . Knowledge of case management, wraparound and family system approaches;
- . Knowledge of the East County community and cultures and respect for diversity;
- . Ability to use office machines, word processing, spreadsheets, database and presentation applications;
- . Ability to compose correspondence, prepare reports and develop office procedures;
- . Ability to establish and maintain working relationships with public officials, community members, collaborative Partners, and fiscal and employing agencies;
- . Ability to research and attain new funding sources through grants, partnerships or other means;
- . Ability to think independently and complete projects with minimum initial instruction;
- . Ability to determine work priorities for a variety of assignments and Work Groups;
- . Ability to work well under time constraints;
- . Excellent written and oral communication skills;
- . Effectiveness in building and managing collaborative efforts

Qualifications:

- . **Experience:** Four or more years of relevant experience in collaborative activities providing services to families and children; grant writing/management and program development.
- . **Education:** Equivalent to a Bachelors degree preferred
- . **Special Requirements:** At the time of hire, must possess a valid California driver's license and have reliable transportation, must submit to fingerprint clearance, TB and drug clearance and must be able to work flexible hours and lift up to 40 pounds.

Send resume to: coordinator@elcajoncollaborative.org

An Equal Opportunity Employer

In compliance with the Immigration and Nationality Act as amended,
all new employees must verify their eligibility to work in the United States