Position: Long Beach Home Visitation Collaborative (LB HVC) Coordinator

Reports to: Lynnette Bello, Long Beach Home Visitation Collaborative
Laura Moller-Leon, Long Beach Home Visitation Collaborative

Classification: Non-Exempt; Temporary for 10 months (September 2022 - June 2023)

Hours: Up to 4 variable hours per week

Compensation: $30/hour

About Long Beach Forward (LBF):
Long Beach Forward focuses on strengthening the power of organizations and community members by providing them with the tools and training necessary to be heard, be influential, and drive real change in Long Beach. We are motivated by the belief that everyone in Long Beach should be able to influence the decisions that impact their lives and the knowledge that oftentimes low-income communities of color are left out of decision making.

LBF provides leadership, strategy, communications, and convening support to multiple campaigns in order to advance the vision that Long Beach will be a place where race and income do not determine one’s future—it’s a community where everyone is safe, connected, and healthy. LBF was established in 2010 to coordinate the collaborative efforts of The California Endowment’s Building Healthy Communities initiative in Long Beach. LBF now partners with over 50 community-based organizations and facilitates or participates in multiple collaborative groups and campaigns, including the role of Local Support Network for the Best Start Central Long Beach initiative.

LBF is a hybrid work environment with remote and in-person working options. Occasional work and meetings will be required in-person. Per our health and safety protocols, all employees must be fully vaccinated against COVID-19 by 60 days of employment with the organization and participate in mandatory COVID-19 testing every two weeks.
About the Long Beach Home Visitation Collaborative (LB HVC):
The purpose of the LB HVC is to strengthen and sustain a collaboration of organizations that serve families with young children in Greater Long Beach. Through capacity building and information sharing, we promote the value of Home Visitation services that support families towards resiliency and self-sufficiency. All new families need help and support to raise a healthy baby, but some families need just a little more than others. Home Visiting is intended for families who need more focused support in caring for themselves and their newborns. Home visitors provide personalized support and information to families during home visits, including but not limited to: positive parenting, child health and development, constructive play ideas, developmental screenings, and a resource network that links parents/caregivers to other community services.

About the role:
The LB HVC Coordinator is an integral part of the Long Beach Home Visitation Collaborative. The LB HVC Coordinator will organize monthly LB HVC meetings with the guidance of the LB HVC Co-leads. This person will act as lead to engage Community Agency Representatives, Home Visitation Staff, and Home Visitation Families, to participate in monthly meetings and quarterly training opportunities. The LB HVC Coordinator will receive a $40 monthly technology stipend. This position will work remotely with in-office work options available and occasional in-person meetings and trainings required in the Greater Long Beach area.

Responsibilities:
● Plan and lead monthly Long Beach Home Visitation Collaborative Meetings (LB HVC).
● Prepare and coordinate agendas, calendars, and speakers for the LB HVC.
● Send out email invitations to participants of the LB HVC in a timely manner.
● Create and manage communication accounts specific to LB HVC (voice, email, drive, social media, etc.)
● Maintain an updated list of LB HVC participants.
● Coordinate translation and interpretation services when needed.
● Maintain accurate files and save all agendas, pictures, minutes of meetings, and flyers of community events, etc.
● Other duties as assigned by the co-supervisors.

Qualifications:
● Ability to communicate with all audiences and deliver professional presentations.
● Excellent interpersonal communication.
- Excellent computer skills with Google Apps (email, google drive, google voice, etc) and internet required.
- Excellent time management skills along with self-motivation, attention to detail, and an action-oriented mindset.
- Familiarity with Home Visitation programs and Long Beach area resources and services is a plus.
- Bilingual in Spanish is preferred but not required.

**Application Instructions:**

To apply, submit a resume and cover letter to Ariel Halstead, Administration and Operations Director, by emailing ariel@lbforward.org. The position is open until filled. Applications received by the end of the day (11:59PM) on August 21, 2022 will be prioritized.

For more information, please visit: www.lbforward.org. Long Beach Forward, Inc. is 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. We welcome applicants from diverse backgrounds and seek to hire qualified staff who reflect the rich diversity of the community we serve.