



Apply to join the Redwood City team as a:

COLLECTIVE IMPACT COORDINATOR – REDWOOD CITY 2020 (Spanish and English speaking)

\$47,840 - \$52,000 Annually

Accepting applications at www.calopps.org

This is a continuous recruitment and the **first review date** is **February 8, 2021**.

Candidates are encouraged to apply as soon as possible.

Why join the Redwood City team?

We offer a wide range of meaningful career opportunities with potential for growth, training and development, competitive salaries, flexible work schedules, paid time off, and robust benefits. The Redwood City team is guided by the [core values](#) of excellence, integrity, service and creativity. Inherent in these values is a great organizational culture based on trust, strong and supportive leadership, respect, risk-taking, empowerment, and effective communication. The community is known for its inclusivity, strong engaged neighborhoods, and civic pride. The City works diligently to maintain positive and productive relationships with community partners, together providing outstanding services, programs and opportunities for residents and businesses. This mix of tradition and progress, community and diversity, makes Redwood City an extraordinary place to work and call home. If you're looking to grow your career as a part of a hard-working and fun team that fosters innovation, creativity and collaboration, we hope you'll apply.

About the role:

The current Collective Impact Coordinator position is a contract, grant funded position that will run through June 2022 with the possibility of continuation. It is scheduled to work 40 hours per week with occasional evenings and weekends, and reports to the Executive Director of Redwood City 2020. This is an excellent opportunity for a motivated and detail-oriented individual to lead an innovative program and to make a difference in the Redwood City community.

About Redwood City 2020:

[Redwood City 2020](#) is a collective impact organization comprised of ten non-profit and public core member organizations and hundreds of community-based affiliate partners whose vision is that all people living in Redwood City and North Fair Oaks are healthy, safe, and successful. Redwood City 2020 approaches complex challenges by bringing community residents together to develop and implement a wide range of projects that are focused on addressing acute needs and building on strengths in our community. We facilitate collaboration, create [a healthy community partnership](#), incubate new projects, spark innovation, fund programs, and provide professional development.

What you'll do, at a glance:

- Support for Redwood City 2020 communications (social media, website updates, translations, BOX storage organization)
- Assist with compiling and completing the Redwood City 2020 Annual Report
- Plan and facilitate Collective Impact Initiatives and working groups
- Provide administrative support such as calendaring, note taking and convening community meetings
- Complete various work program deliverables such as task force activity coordination and grant reporting
- Graphic support for messaging of Redwood City 2020's Vision, Mission, and Goals
- Support other core programs, projects, and tasks as assigned

What you'll bring to the table:

- A combination of experience, training and education that has prepared you to have the knowledge and abilities to succeed in this position. Examples of potential backgrounds include:
 - Graduation from an accredited four-year college or university or equivalent
 - One to three years of work experience in a program coordinator role with experience facilitating meetings and workshops
- Bilingual: Fluency in both Spanish and English is a requirement
- Possession of, or an ability to obtain, a valid California Driver's License.

Ideal candidates will have a record of demonstrating the following:

- **Genuine Interest in Community Engagement** - Interest and commitment to the mission of Redwood City 2020 and North Fair Oaks/Redwood City Community; Experience working with community based organizations, schools and diverse communities.
- **Interpersonal Communication** – Developing and maintaining effective working relationships with others; relating well to people from varied backgrounds and in different situations.

- **Technical Competency** – Experience working with Microsoft Office products and project management software such as Box, Asana and Slack; experience assisting with the creation of content on various platforms.
- **Planning and Organizing** – Experience with facilitating community education trainings; assisting with planning and outreach for events, meetings, workshops, and trainings; has strong organizational, administrative, and time management skills; is detail-oriented and deadline-driven.
- **Continuous Learning and Self-Development** – Actively identifying, creating and participating in learning opportunities; capability of learning new software; using newly gained knowledge on the job and learning through its application.

Perks & Benefits:

- **Pension membership in the [California Public Employees Retirement System \(CalPERS\)](#)** – New members join 2% at age 62; current members join 2% at age 60. For those unfamiliar with PERS:
 - It's the largest retirement pension system in the United States.
 - When you retire, PERS pays you a percentage of your salary for the rest of your retirement.
 - Your retirement benefit is based on your retirement age, years of service, highest salary, and other factors.
 - You don't have to stay with one employer for your entire career in order to keep earning towards your pension. There are nearly 3000 employers in California who participate in PERS, including a majority of California public agencies, school districts, charter schools, and the State of California.
- **Health Insurance for you and your family** – Choose from a range of HMO, PPO and EPO options. The City pays 90% of the premium, up to \$1,775 per month in 2021.
- **Dental and Vision Insurance** – The City pays 90% of the premium for employees and dependents
- **Employee Assistance Program** – Obtain a range of supportive services, including free counseling
- **Generous Paid Time-Off**
 - Vacation leave – 10 days per year
 - Sick leave – 12 days per year
 - Paid holidays – 13 days per year
 - Total paid time off (categories above combined) – 35 days per year
- **Bereavement Leave** – May take up to 3 consecutive work days, or more if travel over 300 miles is required.
- **State Disability Insurance** – State disability is deducted from your biweekly compensation.
- **Telework and Employee Safety amidst COVID-19** – The City is working remotely during COVID-19, and will continue to do so for the foreseeable future. If there are particular tasks that require your physical presence in the office, the City practices safety measures to minimize exposure.
- **Flexible Work Schedules & Telework** – The City supports flexible or alternative work schedules and partial teleworking as business needs permit, even when we're not in a pandemic.
- **Free Fitness Center Access at City Facilities**
- **Free Employee Parking**
- **Downtown Office** – Bright, spacious office located in Redwood City's vibrant downtown, with restaurants, shops and other amenities nearby; City Hall within walking distance to Caltrain station (6 minutes)

Interested in joining the Redwood City team?

Submit your application via www.CalOpps.org. This recruitment is open on a continuous basis and the first review date is February 8, 2021.

Candidates are encouraged to apply as soon as possible.

Grow your career in public service while making an impact on the community.

The Fine Print

• Applications, professional resumes and cover letters will be reviewed for completion, relevant education, experience, training and other job related qualifications. Those who best meet the qualifications and requirements for the position will be invited to participate in the selection process. Due to COVID-19, interviews will be conducted virtually. • Prior to appointment, candidates will be required to pass a background check (at no cost to the candidate) including fingerprint, criminal history, and DMV check • Candidates with a disability which may require special assistance in any phase of the application or selection process should advise HR prior to or upon submittal of application by contacting Lucy Fung, HR Analyst, at lfung@redwoodcity.org • Questions? Read hiring process [FAQs](#), or reach out via email to lfung@redwoodcity.org. • Provisions in this document may be modified or revoked without notice. • Redwood City is an Equal Opportunity Employer. •