

## Eden United Church of Christ | Position Announcement

Position:	<b>Community Navigator and Engagement Consultant</b> , Eden Resource Center
Location:	Southern Alameda County, CA
Status:	Regular, part-time, Non-exempt
Salary:	\$26 per hour.

### **Who we are**

*Eden UCC is a multi-cultural, LGBTQ, and Immigrant Welcoming community. Eden Church is incubating the growth of the Eden Resource Center, a source for empowerment for families residing in the urban unincorporated areas of South Alameda County, CA. This is a non-religious, secular position. Applicants for this position are not expected to become church members or make a faith statement to be considered for hire. Eden Church is an equal opportunity employer.*

### **Position Summary**

We are seeking a highly motivated and community-oriented individual to join our team as a Community Navigator and Engagement Consultant. In this role, you will play a vital part in developing communication and outreach materials, engaging community members, and referring them to relevant services and programs. Your efforts will contribute to building trust, fostering connections, and enhancing access to resources for residents in the unincorporated areas of Ashland, Cherryland, Hayward Acres, San Lorenzo, Castro Valley, and Fairview.

### Duties and responsibilities

- Develops outreach materials for digital and in-person engagement, including a multilingual website with comprehensive information on available resources.
- Maintains an updated calendar on the website, listing upcoming workshops and programs offered at the resource center, as well as a directory of free food, diapers, formula, and other basic needs support locations.
- Acts as the primary point of contact listed on the website, ensuring residents can easily reach out for assistance
- Collaborate with the Alameda County Workforce Development department, local businesses, grassroots community organizations, and the Eden Area Chamber of Commerce to expand services and employment opportunities for residents.
- Designs and implements a culturally responsive outreach model to reach diverse communities.
- Establishes connections with partners from schools, healthcare centers, and grassroots organizations to expand outreach to Black, Asian, and Latinx residents.
- Participates in community events, delivers presentations at organizational meetings, and conducts one-on-one conversations to engage and inform community members about resources.
- Offer regular "office hours" at various locations, aiming to form partnerships with local libraries and schools.
- Collaborate with partner organizations and county agencies to host workshops and programs addressing emerging community needs. May perform special assignments
- Works as a part of a collaborative team

**Qualifications:**

- Bilingual Spanish/English preferred
- A strong passion for community engagement and a deep understanding of culturally diverse populations
- Excellent communication skills to develop outreach materials and engage with community members effectively
- Knowledge of website development and maintenance
- Ability to work independently and collaborate with multiple stakeholders
- Bachelor's degree or equivalent experience in community-based work, social work, or related field.
- Ability to work professionally in a multicultural team setting
- Ability to maintain client confidentiality
- Valid CA Driver's license and auto insurance

**Application Procedure**

We offer a supportive and inclusive work environment committed to serving and empowering our community. As a Community Navigator and Engagement Consultant, you will contribute to creating a safe, welcoming, and culturally responsive space for residents.

If you are passionate about making a positive impact, we encourage you to apply for this position.

Applicants should send a cover letter and resume via email to [yuliana@edenucc.com](mailto:yuliana@edenucc.com). Please reference "Community Navigator and Engagement Consultant" in the subject line. Applicants with suitable experience and/or skills will be contacted for interviews.

**Services Fee**

Eden Church is offering to compensate for this work at a rate of \$26 per hour, depending on experience for an amount not to exceed 30 hrs per week.

**Qualifications:**

- Bilingual Spanish/English required
- Bachelor's degree or equivalent experience in community based work, social work, or related field.
- Experience working with culturally-diverse populations is strongly desired
- Excellent interpersonal communication and writing skills
- Ability to work professionally in a multicultural team setting
- Ability to maintain client confidentiality
- Valid CA Driver's license and auto insurance

**Application Procedure**

Applicants should send a cover letter and resume via email to [yuliana@edenucc.com](mailto:yuliana@edenucc.com). Please reference "Financial Empowerment Youth Outreach Worker" in the subject line. Applicants with suitable experience and/or skills will be contacted for interviews.