



**Community Hub de Santa Ana**  
a fiscally sponsored project of Charitable Ventures  
Job Description



**Job Title:** Project Manager, Community Resilience Center Planning

**Supervisor:** Joel Cazares and Ruben Barreto

**FLSA Status:** Non-Exempt

**Employment Status:** Full-time position with Benefits

**Time:** February 2025 - December 2026 (30 hours/week)

**Annual Salary:** \$46,800-53,040 (based on experience)

**Band Level:** Specialist

### **ORGANIZATION**

Founded in 2007, Charitable Ventures is a 501(c)3 nonprofit organization that provides fiscal sponsorship, incubation, and capacity building services to community projects and nonprofits, in support of social innovation, community transformation, and a stronger social sector.

### **BACKGROUND**

**Economía Regenerativa Comunitaria (ERC)** is a shared financing collaborative for community ownership. We advance a community-driven economic development strategy that provides platforms where historically disinvested community members can:

- **Cast Vision:** Community members articulate a shared vision that meets community needs.
- **Build Community Assets:** Community members catalyze project ideas and receive technical assistance, support, and funding.
- **Share Power:** Community members are involved in decision-making, stewardship, and project implementation.

ERC creates a system moving from philanthropy-based project funding to shared financing of community-owned infrastructure for community, health, and climate resilience. This strategy will enable community members to actively shape their well-being in all areas of life, such as where they live, what they eat, and how they work.

ERC is seeking a **CRC Planning Project Manager** to coordinate and lead activities across various community-based organizations involved in the planning of the Community Resilience Center (CRC) in Santa Ana. The CRC will be a space for community resilience in times of crisis, as well as a hub for political education, cultural organizing, and regional planning for community-driven goals.

### **About the CRC Program and Planning Grant:**

**Introduction:** Through Community Hub de Santa Ana (the Hub), the ERC collaborative seeks a dedicated community member to manage activities among collaborating organizations to plan an anticipated Community Resilience Center in Santa Ana. Collaborating organizations include the following community stewards: CRECE, an urban farming community project; Cooperación Santa Ana, a worker cooperative developer; THRIVE Santa Ana, the city's first a community land trust; Community Hub de Santa Ana, a community initiative committed to addressing health inequities and improving opportunities to create a healthy, thriving Santa Ana; as well as UCI Community Resilience, a university-based resource for community-driven climate resilience planning. Our collaboration is rooted in these [transformative principles](#).



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#### **Collaborative Members**

ERC's organizational founders are Community Hub de Santa Ana (formerly Santa Ana Building Healthy Communities), Cooperacion Santa Ana, CRECE Urban Farms, THRIVE Santa Ana, and the University of California, Irvine Community Resilience (UCICR). Emphasizing multi-generational support and youth involvement, members of these organizations have worked together since 2008 to engage with residents in changing policies and systems that have historically excluded them, from explicit housing discrimination and displacement to implicit bias and disenfranchisement in public meetings. These organizers are working to undo systems of harm by shifting power and meaningfully engaging disinvested residents to uncover the root causes of current economic challenges and implement community-led solutions.

#### **POSITION DESCRIPTION**

**Context:** ERC seeks a full-time **Project Manager (PM)** as part of a community-driven planning process to design a CRC in Santa Ana. The envisioned center would serve local community members not only in times of climate and other health emergencies, but also, when in non-emergency mode, as a space for political and cultural education; organizing; and advancing interrelated, regional community-driven planning. These functions aim to build upon and expand our community ownership model in areas of policy and practice from economic justice to health equity to mutual aid to food sovereignty to climate and environmental justice. Our approach to community power building includes an emphasis on methods and practices of community-driven decision making and shared financing of community ownership efforts. Our collaboration is poised to deepen the capacity of and infrastructure for leadership and organizational development among not only the involved community stewards and their constituencies, but also the wider community, thus helping to articulate a regional model of community power building.

**Overview of Substantive Project Management Areas:** The PM will need to deploy a range of skills including but not limited to the following: setting roles and accountability systems, task management, administration, facilitation of discussion and collective decision-making, community-driven planning, community organizing, communications, marketing, community advisory board convening, conflict resolution, and management of collaborative processes such as popular education curriculum development, community outreach, language justice, equitable evaluation, and assessment storytelling.

Under the guidance of Community Hub de Santa Ana and with the support of the ERC partners, the CRC Planning Project Manager will be responsible for:

#### **DUTIES AND RESPONSIBILITIES**

The following are the primary responsibilities of this position (other duties may be assigned as necessary):

#### **ESSENTIAL FUNCTIONS/RESPONSIBILITIES**

##### **1. Project Coordination and Management:**

1. Directly support and thereby increase the capacity of Community Hub de Santa Ana in their role as the central convener for the CRC planning process.
2. Create and implement processes to ensure clear communication and understanding among participating organizations and community members regarding roles, responsibilities, and project objectives.
3. Design, Implement and Manage the Hub's process for distribution of stipends to community members involved in the planning process.



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4. Implement subcontracting related to community outreach and engagement activities (e.g., services such as childcare, interpretation, design, and facilitation)
  1. Oversee execution of subcontract with El Centro, creating conditions to ensure El Centro's involvement in relevant activities.
- 2. Outreach and Community Engagement:**
  1. Build and deploy systems and processes to manage implementation of activities set forth in the CRC planning work plan and community outreach plan.
  2. Lead the strategy for community outreach and engagement, ensuring culturally and linguistically relevant planning and execution, particularly for traditionally excluded priority populations.
  3. Co-developing a shared strategy for outreach, education, and training to organize 10-12 neighborhood meetings and 3 large general assemblies.
  4. Foster community-driven decision-making, ensuring that outreach efforts align with the vision of shared governance and collective planning.
- 3. Shared Governance Development:**
  1. Skills to support the existing ERC shared governance structure without needing to hire additional external consultants.
  2. Lead the creation and/or formalization of an additional and new shared governance structure for the envisioned Collaborative Stakeholder Structure for the CRC itself
  3. Steward the collaborative stakeholder governance structure over time.
  4. Build capacity among ERC staff, departments, and external stakeholders by fostering collaborative partnerships that connect land use development with environmental, economic, and social justice priorities
- 4. Manage Coordination among CRC Planning Sub-teams:**
  1. Create and implement systems to ensure timely and transparent coordination among various involved sub-teams including but not limited to:
    1. Community Meeting and Assembly Team
    2. Needs Assessment Team
    3. Site-Planning and Pre-Development Team
    4. Climate Resilience and Disaster Preparedness Curriculum Team

**Desired Outcomes of the Project Manager's Activities:** At the end of a successful PM term, the involved community stewards will have increased and strong partnerships with a wide range of resident leaders as well as additional community, civic, and academic entities. Together, we will have articulated a community-driven plan that is robust and thorough enough to apply for public funding of CRC implementation. In addition, through the CRC planning process, ERC will have strengthened our internal systems in the areas of collective governance, project management, fund distribution, communications, capacity building, community engagement, and popular education—systems that will be foundational as we go into CRC implementation, which will be the subsequent phase of the work.

## **POSITION REQUIREMENTS**

### **Experience**

- **Project Management:** Proven experience in project management, particularly in community-driven or grassroots settings.
- **Community Engagement:** Experience working with diverse communities, especially in non-hierarchical and participatory frameworks.
- **Communication Skills:** Strong oral and written communication skills with the ability to build authentic relationships across various sectors (community, academic, and civic).



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- **Experience with Santa Ana:** Familiarity with Santa Ana or Orange County is highly preferred.
- **Languages:** Bilingual proficiency in English and Spanish is highly desirable.
- **Cultural Competence:** Experience designing and implementing culturally responsive programs and strategies for marginalized communities.

**Desired Skills:**

- Familiarity with Asana and other project management tools.
- Experience facilitating meetings and workshops with grassroots organizations.
- Knowledge of popular education, economic justice, health equity, and climate resilience strategies.

**Methods:** ERC is eager for the PM to propose and develop their own methods to achieve the desired outcomes of the PM's role within the above specific areas of accountability. To succeed, it will be essential for the PM to build authentic rapport with the community stewards and to enlist participating ERC members to step into various areas of responsibility as part of the team. We anticipate that it will also be essential for the PM to attend with regularity ERC's weekly virtual standing meeting (every so often, the meeting takes place in person at El Centro Cultural de Mexico in Santa Ana). Neighborhood meetings and *asambleas* will also take place in person throughout Santa Ana. ERC uses the online collaboration tool Asana and project management accountability tools such as DARCI.

**Confidential Information:** Employees holding this position will have access to confidential personnel information, as well as client financial data and proprietary program design and intellectual property and, therefore, they must pay particular attention to the Client Confidentiality section of the company's Employee Handbook.

**Physical Demands:** While performing the duties of this job, the employee is regularly required to sit, speak, hear, stand, and walk. The employee is frequently required to use hands to keyboard. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

**Work Environment:** The noise level in the work environment is usually moderate. While performing the duties of this position, the employee is occasionally exposed to outside weather conditions when driving to and from meetings. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**TO APPLY:** Please submit the following required application materials: **1)** cover letter [2 pages max], **2)** resume [2 pages max], and **3)** three professional references. For this application process, we highly prefer that applicants submit English and Spanish versions of all materials. Send to [info@communityhubsa.org](mailto:info@communityhubsa.org)

**CLOSING DATE: Wednesday, January 8<sup>th</sup> 2025, 5pm.**

*"The California Strategic Growth Council's (SGC) Community Resilience Centers Program (CRC) funds neighborhood-level resilience centers to provide shelter and resources during climate and other emergencies, as well as year-round services and programming that strengthen community connections and ability to withstand disasters. For more information, visit <https://sgc.ca.gov/grant-programs/crc/>"*