

Community Hub de Santa Ana

Job Description



Position: Project Coordinator
Supervisor: Manager of Administration
FLSA Status: Non-exempt
Employment Status: Full-time position with benefits
Band Level: I

JOB DESCRIPTION

Founded in 2023, **Community Hub de Santa Ana (CHSA)** is a 501(c)(3) nonprofit rooted in the legacy of resident-led change. We cultivate capacity, innovation, and inclusive leadership by centering community well-being and implementing our nine Transformative Principles—including Community-Driven leadership, Systems Change at the Root, Intersectional Structures, and Arts and Culture—so that organizing is built from the values and lived experiences of Santa Ana and Orange County residents.

The **Project Coordinator** supports community-based initiatives participating in Community Hub de Santa Ana's fiscal sponsorship and incubation program. This role serves as a guide, connector, and operational partner to incubated projects, helping them navigate fiscal sponsor processes and access the administrative, financial, and compliance infrastructure necessary to carry out their work.

The Project Coordinator provides coordination and administrative support related to budgeting, expense processing, contracts, payroll documentation, reporting timelines, and compliance standards. The position helps ensure that incubated projects meet fiscal sponsor requirements while promoting stewardship, transparency, and strong operational practices.

In addition to administrative coordination, the Project Coordinator serves as a collaborative thought partner to project leaders—supporting the development of internal systems, anticipating operational needs, and helping projects build the capacity necessary for long-term sustainability, independence, or formal organizational development.

Compensation: \$26.44–\$31.25 per hour (equivalent to an annualized range of approximately \$55,000–\$65,000), commensurate with experience. This position is non-exempt and eligible for overtime in accordance with California wage and hour laws.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES

Administrative Coordination

- Support incubated projects in navigating fiscal sponsor policies, procedures, and approval processes.
- Coordinate with the Manager of Administration and finance staff to process invoices, stipends, contracts, payroll documentation, debit logs, and reimbursements in accordance with organizational procedures.
- Maintain organized project files including budgets, agreements, reports, compliance documentation, and related records to ensure accessibility and audit readiness.
- Track grant reporting deadlines, deliverables, and compliance timelines and provide reminders and follow-up support to project leaders.
- Assist projects with budget preparation and monitoring in collaboration with finance staff to support fiscal accountability and transparency.

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- Coordinate scheduling, documentation, and follow-up for incubation meetings, technical assistance sessions, and operational check-ins.
- Contribute to the continuous improvement of administrative systems that support CHSA's incubation-to-independence pathway model..

Program Coordination – Incubation Support

- Build strong working relationships with incubated project leaders and support their programmatic goals and long-term sustainability.
- Provide guidance and hands-on support related to administrative processes, fiscal stewardship, documentation standards, and operational practices.
- Serve as a collaborative thought partner to project leaders in strengthening internal systems, planning for growth, and preparing for increased independence or organizational development.
- Coordinate regular check-ins with incubated projects to assess operational needs, identify challenges, and connect projects to internal or external resources.
- Support onboarding of new incubation projects and assist with transition planning for projects moving toward independence.

Other Duties

- Perform additional duties as assigned to support organizational effectiveness, program implementation, and responsiveness to community needs.

QUALIFICATIONS

Education and Experience

- Bachelor's degree in a social science or related field (Public Policy, Public Health, Urban Planning, Community Development, or similar) preferred but not required. Equivalent lived and professional experience will be considered.
- Minimum of **two years of professional experience** working in community-based organizations, resident-led initiatives, or programs serving system-impacted communities.
- Experience working in Santa Ana or Orange County communities is strongly valued but not required.
- Demonstrated experience working collaboratively in coalition or partnership settings.

Knowledge, Skills and Abilities

- Strong organizational skills and ability to manage multiple tasks and deadlines simultaneously.
- Ability to think critically, solve problems, and support operational improvements.
- Working knowledge of community outreach, organizing, training, or planning practices.
- Ability to work effectively with diverse communities across economic, social, racial, and cultural backgrounds.
- Demonstrated cultural competency and commitment to inclusive and equitable practices.
- Strong facilitation skills for both small and large group settings.
- Excellent written and verbal communication skills.
- Ability to gather, interpret, and organize information and prepare clear written reports.

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- Professional proficiency in English and Spanish (written and spoken) required.
- Flexibility to occasionally work evenings or weekends as needed.
- Ability to travel locally for job-related tasks; mileage reimbursement provided in accordance with CHSA policy.

Confidential Information: Employees in this position will have access to confidential organizational and project information, including personnel matters, financial records, and proprietary program materials. Employees must adhere to the confidentiality policies outlined in the Community Hub de Santa Ana Employee Handbook and maintain a strong commitment to trust, integrity, and community safety.

Physical Demands: This position requires the ability to sit, stand, walk, speak, and hear regularly while performing job duties. Frequent use of hands and fingers for typing and computer tasks is required. The employee may occasionally lift or move items up to 10 pounds. Reasonable accommodations will be provided to enable individuals with disabilities to perform essential functions.

Work Environment: This position operates under a **hybrid work model**, combining remote work with in-person participation in organizational meetings, incubation program activities, and community events. The role may require occasional travel within the community and attendance at meetings or events in various environments.

HOW TO APPLY

To apply, please complete the **Employment Application** using the link below and email the following materials to info@communityhubsa.org:

- Completed Employment Application
- One-page cover letter
- Resume

Application deadline: March 25 at 5:00 PM

Interviews: April 6 – April 10 for selected candidates

[Employment Application](#)

EQUAL EMPLOYMENT OPPORTUNITY

Community Hub de Santa Ana is an equal opportunity employer committed to building a workplace that reflects the diversity, resilience, and leadership of the communities we serve. We strongly encourage applications from individuals who are directly impacted by the systems we seek to transform.

We do not discriminate on the basis of race, color, religion, sex, gender identity or expression, sexual orientation, national origin, ancestry, age, disability, marital status, medical condition, genetic information, veteran status, or any other protected status under federal, state, or local law.

We are committed to equitable hiring practices and to creating an inclusive environment where all employees can thrive.