



### **Job Description: Program Associate**

The Fund for Santa Barbara (est. 1980) is a non-traditional community foundation that supports organizations and groups working for progressive social change in Santa Barbara County. The FUND is dedicated to helping find solutions to current and emerging social problems and issues that challenge our society as a whole. We understand that social conditions improve most dramatically when those who have been denied power and justice lead on their own behalf to confront, challenge, and change the conditions that have denied them access to justice and equity.

### **QUALIFICATIONS**

The Fund for Santa Barbara is seeking a dynamic individual to work in a fast paced, dynamic environment with a diverse team. Program Associate will provide program and communications support to the Capacity Building, Grants and Youth Making Change programs.

1. A strong commitment to the mission and philosophy of The Fund for Santa Barbara
2. Previous professional experience in the nonprofit sector desired
3. Exceptional organizational and communication skills
4. Ability to work both independently and collaboratively with others in a self-motivated and innovative way
5. Bilingual English/Spanish with strong written communication skills in both languages
6. Experience developing communications collateral; familiarity with photo and video editing software and communications tools (eg. Canva, Adobe Photoshop, Emma); familiarity with social media platforms (eg. Instagram, Facebook, LinkedIn)
7. Familiar with backend website maintenance and content management (eg. Wordpress)
8. Detailed knowledge of and demonstrated proficiency in the use of office suite softwares (eg. Google Suite and Microsoft Suite).
9. Strong computing skills in utilizing one or more database programs (eg. Submittable, Kindful, PayBee, Stripe, etc.)
10. Valid driver's license, mobile phone and the ability to travel throughout Santa Barbara County

### **JOB DUTIES:**

#### **Program Support (50%):**

1. Provide support to internal FUND programs; Grants, Capacity Building and Youth Making Change including
  - a. Assist program staff with online and in-person workshops

- b. Assist with recruitment, tracking, pre- and post- communications
  - c. Technical support with language facilitation
  - d. Presentation support
2. Maintain and update segmented lists for email outreach
  3. Community Calendar oversight including maintenance, events recruitment, and visibility expansion
  4. Assist with coordination and facilitation of Activist Lunch Group
  5. Maintain updated program information on website
  6. Cross-program coordinating to integrate grantee and constituency needs with Capacity Building offerings.

**Communications support (50%):**

Under the direction of Communications Manager:

1. Provide support for internal program communications plan including:
  - a. Newsletters, Annual Report and any other program specific communications
2. Support the production of bilingual (Spanish) communications content
3. Following brand guidelines prepare program specific digital assets and collateral, including program visual materials, QR short codes, and social media posts
4. Website maintenance of program pages; development of website pages, forms, etc. for programs and workshops
5. Maintain and update segmented lists for email outreach
6. Social Media sharing of grantee events
7. Maintain program related collateral on Google Drive

**\*Plus other duties as assigned**

**COMPENSATION/ JOB STATUS:** Non-exempt, hourly, full time, benefits-eligible position, reports to Capacity Building Manager. We welcome applicants from all individuals regardless of status.

**RATE:** \$20-24 per hour commensurate with experience

**LOCATION:** Hybrid (remote/in-person) within Santa Barbara County - can be based out of our South County (Santa Barbara) or North County (Santa Maria) offices. Some travel will be required.

**BENEFITS:** two weeks paid time off, 13 paid holidays, health and dental insurance, optional retirement with 3% match, flexible hours; may include some evenings and weekends.

**Desired Start Date:** ASAP. Open Until Filled.

The FUND FOR SANTA BARBARA is an Equal Opportunity / Affirmative Action Employer.

**Interested candidates should send resume and cover letter to  
Andres Armenta, Office Manager at [andres@fundforsantabarbara.org](mailto:andres@fundforsantabarbara.org)**