

FirstFruits Community

1111 Fishhook Park Road, Prescott, WA 99348

Job Description – Community Life Coordinator

Job Description: FirstFruits Community Programs is a faith-based, community-building organizations that manages the Vista Hermosa Community. FirstFruits Community serves a twofold purpose: to provide safe, affordable housing for FirstFruits Farms employees near the workplace; and to nurture the development of strong, healthy families.

The Community Life Programs Coordinator position manages areas of community communications, after school and evening programming, summer camp and inter programs, adult education, community leadership development and support for the community council.

- Competitive wages (DOE)
- Paid time off – vacation, sick, and holidays
- Medical, dental, vision, long term disability, life insurance, & Aflac are all available with FirstFruits paying a significant portion of the monthly premium (varies on the type of insurance and level of coverage selected)
- Onsite medical clinic and daycare
- 401(k) retirement plan with company matching contributions)

Specific Responsibilities:

Accountability- Model and promote FFC’s mission, vision. Support housing staff with accountability of community-wide residential policies.

Leadership Development- Mentor youth, interns, and volunteers using a collaborative servant-lead approach; work as a valued team member; serve as a positive role model for other team members; work with community members work with community members in the growth of their leadership capacity.

Communications- Oversee all local community-wide communication strategies for leadership and community members (newsletter, flyers, social media, etc.); develop and maintain the community image in alignment with community values; create content for an external audience (website, blog, etc.).

Community Engagement and Empowerment- Nurture local leadership development with a goal towards self-governance, empower families as advocates, and build mutual accountability in community (community council, volunteers, and residents contributing gifts and talents). Analyze youth requirements, develop programs and identify resources.

Program Management- Work alongside program leads in efforts to build exceptional programming opportunities for community members to participate and engage including youth , adult, health, before and after school programming, athletics, and summer camp.

Hospitality- Work with staff to create welcoming space (physically, socially, and spirituality) for all community members, including permanent residents and seasonal workers. Welcome external visitors to the community and host for community tours and conversations.

Desired Qualifications:

- Strong organization skills and ability to prioritize workload with minimal supervision
- Excellent English and Spanish oral and writing skills (grammar, spelling, punctuations)
- Working knowledge of Microsoft Office
- Ability to maintain confidentiality
- Monitoring and evaluation skills
- Strong communication skills
- Experience working across cultures
- Coaching and mentoring experience
- Availably to work a flexible schedule
- Familiarity with social media