



<b>Title:</b>	Health and Wellness Assistant
<b>Reports to:</b>	Health and Wellness Coordinator
<b>Work Site:</b>	<p>FIERCE Advocates offices, Richmond, CA</p> <p>This position is hybrid; this means there will be an expectation of weekly on-site work in addition to working remotely during the week.</p>
<b>Hours/Status:</b>	Non-Exempt, Full-time (40 hours/wk)
<b>Hourly:</b>	\$22.00 Hourly. This position also includes generous benefits, including medical, dental, and vision coverage, an annual paid fall and winter break, and an opportunity for professional development as appropriate.
<b>Start Date:</b>	Open Until Filled
<b>How to Apply:</b>	<p>Submit cover letter and resume to <a href="mailto:info@fierceedvocates.org">info@fierceedvocates.org</a></p> <p>Due to the high volume of applications, only those selected for further discussion will be contacted.</p>

## Who We Are

We are launching a new path forward as FIERCE Advocates, formerly known as Building Blocks for Kids (BBK). Since our founding in 2005, FIERCE Advocates has been at the forefront of social justice and family wellness. Our mission is to amplify the voices of parents/caregivers of color in West Contra Costa County and partner with those throughout Contra Costa County to advance equitable access and opportunities so that all youth have quality education and all families achieve emotional and physical well-being.

## What Inspires Our Team to Work at FIERCE Advocates

We are **rooted in our communities** and authentically connected to those who live there with community efforts led and supported by residents

We embrace **family-centric and inclusive practices** for those seeking to manage their work and personal lives

We **live and breathe our values** of being loving, compassionate, curious, and innovative

FIERCE Advocates strives to have our organizational policies and practices meet our values. We believe that the well-being of a community is critical to the feeding and nurturing of each community member's mind, body,



and soul. To that end, we invest in our people with paid wellness days and extended time off during holiday periods, flexibility with temporary changes to work schedules to adapt to the unexpected and when life happens, and professional development, including life coaching, because our team is our most effective resource.

## **If you believe you may be a like-minded addition, read on!**

### **POSITION SUMMARY:**

The Health and Wellness Assistant is responsible for engaging community members in diverse settings about multigenerational wellness for Black and Latinx communities in Contra Costa County. The Assistant will support the Health and Wellness Coordinator with planning and implementing family engagement activities and community outreach that support community members in fostering healthy habits and mindsets, creating, advocating for, and advancing a healthy environment and healing-centered care for themselves and a resilient community. The ability to be flexible and welcoming of families with different perspectives and backgrounds is essential.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Help plan, develop, and implement Health & Wellness programming for families
- Develop and implement outreach and engagement strategies to increase the participation and positive experiences of diverse families in Health & Wellness programs
- Regularly communicate with Health & Wellness Coordinator about opportunities to enhance, improve and recognize the success of programs
- Identify and enlist the support of relevant partners and allies for FIERCE Advocates' family engagement events and activities
- Collaborate with all of FIERCE Advocate programs to coordinate activities and to incorporate participants from all programs in health and wellness activities
- Regularly collect and provide accurate program data according to FIERCE Advocates procedures- Sign-In Sheets, Attendance Records, etc;
- Assist in planning and facilitation of monthly Family Wellness Events
- Coordinate activities with volunteers to assist with health and wellness activities
- Support with conducting evaluation of events and activities

### **OUTREACH, CONVENING, AND EVENT RESPONSIBILITIES**

- Make reminder calls and email invitations through Dial My Calls and MailChimp
- Develop social media and event graphics and flyers and support with posting as needed.
- Work with the Health & Wellness team to set up for meetings, events, and programs including preparing sites, agendas, refreshments, program documents and facilitation materials;



- Collect stories from program participants as assigned;
- Monitor and report the need for program supplies to Health & Wellness Coordinator

#### **OTHER DUTIES AND RESPONSIBILITIES:**

- Attend regular staff and community meetings as assigned
- Participate as a team member in organizational wide events and activities
- Promote FIERCE Advocates mission and goals to increase the organization's visibility when appropriate
- Local travel is required between site locations requiring reliable transportation;
- Ability to work evening and weekend hours are required

#### **EDUCATION AND EXPERIENCE:**

- At least three years of community engagement experience working with African American and Latinx families including those living in high need neighborhoods;

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Cultural understanding of African American and Latinx families and the ability to include aspects their culture into Health & Wellness Programming
- Excellent ability to build and develop trusting and effective relationships with young children, parents/caregivers, and community members of diverse populations
- Proven ability to create, implement, and reflect on age appropriate high-quality
- Commitment to continuous learning about early childhood development, health and wellness, and professional competencies
- Strong writing and direct communication skills for multiple audiences
- Unfaltering and exemplary time and project management skills
- Great presentation, workshop, and meeting facilitation skills
- Ability to work well and collaborate with multiple stakeholders (schools, parents, service providers)
- Fluent in English; fluency in Spanish also preferred
- A current CA Driver's license, vehicle insurance certificate
- Familiarity with community resources is a plus
- Efficient in Google suite tools and Microsoft Word, Excel, Canva, and ability to create QR/registration codes



**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to climb stairs
- Ability to sit at a desk and type for a number of hours
- Requires ability to use a keyboard and monitor
- Requires the ability to communicate verbally, both in person and on the telephone.

*FIERCE Advocates strongly encourages people of color, local residents, and LBGTQI to apply. We will consider for employment qualified applicants with arrest and conviction records. FIERCE Advocates is an equal opportunity employer and requires all employees to have received an FDA- approved vaccine against COVID-19 as a condition of employment and must be fully vaccinated, booster included (when applicable).*