



BUILDING BLOCKS FOR KIDS  
RICHMOND

<b>Title:</b>	Community-Based Doula Program Manager
<b>Reports to:</b>	Deputy Director
<b>Work Site:</b>	Building Blocks for Kids offices, Richmond, CA
<b>Hours/Status:</b>	Non-Exempt, Full-time (32 hours/wk)
<b>Salary:</b>	\$30/hour Generous benefits including medical, dental and vision coverage, retirement savings match, and an opportunity for professional development as appropriate.
<b>Start Date:</b>	December 1, 2020 (projected)
<b>How to Apply:</b>	Submit cover letter and resume to <a href="mailto:info@bbk-richmond.org">info@bbk-richmond.org</a>

## BACKGROUND

Since its founding in 2005, Building Blocks for Kids (BBK), a project of the Tides Center, has been a community of social innovators working to support families in Richmond. We began as a collaborative, organizing and coordinating among service providers to ensure their responsiveness to Central Richmond families; we have since evolved a strategy that supports parents/caregivers of color in West Contra Costa County to use their voices and experiences to directly inform the systems with which they interact.

BBK's mission is to amplify the voices of parents/caregivers of color in West Contra Costa County and partner with them to advance equitable access and opportunities so that all youth have quality education and all families achieve emotional and physical well-being.

BBK staff is composed of a majority of women of color who have deep roots in Richmond and West Contra Costa County through professional and/or personal histories. BBK strives to have our organizational policies and practices meet our values; as such, our staff is loving, compassionate, curious and innovative. BBK believes that the wellbeing 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, as they are our most effective resource.

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

**POSITION SUMMARY:**

The person in this position will focus on providing technical and administrative support to grow and guide BBK's Community-Based Doula Program focused on services that provide support to underserved pregnant women and facilitate individual and collective advocacy to advance a healthy environment for themselves during and after pregnancy. The Doula Program Manager will also provide supervisory support to Doula program team members.

The Community-Based Doula Program Manager is a non-exempt position working 32 hours/weekly. Time beyond 32 hours is at the manager's discretion.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Supervise the Doula Program team including doulas and ensure that program activities are aligned with BBK's mission, the grant requirements, and the needs of program participants.
- Develop Doula Program work plan and oversee the coordination of activities with staff, community partners, and contractors
- Oversee Doula training in coordination with the Perinatal Equity Initiative (PEI) Coordinator
- Coordinate the strategy, planning, and execution of the Doula program deliverables
- Represent and promote BBK's Community Based Doula Program at community-based and social service organizations and related events, as needed.
- Collect and process all paperwork (invoicing, contracts, etc.) with external vendors, partners and other collaborators relevant to programming
- Develop and maintain strong relationships with external partners based on trust and mutual accountability to ensure strategic goals and funding deliverables are met
- Work with the Doula Program team on scheduling, content creation, marketing and outreach, and supply ordering

**OTHER DUTIES AND RESPONSIBILITIES:**

- Ensure all key program data is collected and collaborate with the Deputy Director to develop a plan for analyzing the data and disseminating the results to staff and funders;
- Requires local travel to project sites including but not limited to schools, parks and recreation centers, housing developments, and partner provider offices;
- Additional duties as required

**EDUCATION AND EXPERIENCE:**

- Bachelor's degree in a social science, social work, health sciences or community health or equivalent job-related work experience required. Maternal-child health clinical experience desirable but not required.
- 2+ years of project management and stakeholder relationship experience, with a deep understanding of social innovation and community wellbeing

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Strong writing and direct communication skills for multiple audiences

- Technology savvy including posting on social media and email marketing applications, and robo-calling/texting technology
- Unfaltering and exemplary time and project management skills
- Excellent presentation, workshop, and meeting facilitation skills
- Ability to work well and collaborate with multiple stakeholders (schools, teachers, parents, students, providers)
- Willingness to work flexible hours, including occasional evening and weekend and on call to support community-based doulas as needed.
- Current California driver's license with insurance
- Background check

#### **ORGANIZATIONAL RELATIONSHIP**

- BBK early childhood and wellness partners
- Internal BBK staff

#### **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
- Occasional lifting of 30-50 lbs
- Ability to sit at a desk and type for a number of hours
- Requires ability to use a keyboard, monitor and calculator
- Requires the ability to communicate verbally, both in person and on the telephone.

#### **WORK ENVIRONMENT:**

- Occasional outdoor activities
- Shared office space
- Ability to walk flights of stairs

**Disclaimer: BBK is subject to the Tides Criminal Background Check Program. This means that all positions at BBK are conditioned on the return of satisfactory results of a criminal background report. BBK will consider qualified candidates with criminal histories in a manner consistent with the requirements of applicable local, state and Federal Law.**

**Tides Center is an equal opportunity employer.**

**Please send cover letter and resume to:** [info@bbk-richmond.org](mailto:info@bbk-richmond.org)

**Subject:** [Community-Based Doula Program Manager](#)

**Due to the high volume of applications, only those selected for further discussion will be contacted.**