



FAMILY SERVICE AGENCY OF THE CENTRAL COAST JOB ANNOUNCEMENT

Position: Outreach Coordinator / Office Administrator

Program: Entre Nosotras – WomenCARE

Location: Santa Cruz County

Job Type: Part-time, 10 hrs per week

Schedule: Flexible

PROGRAM DESCRIPTION:

WomenCARE provides free emotional and practical support services to women with cancer in Santa Cruz County. Entre Nosotras is a culturally and linguistically responsive program dedicated to supporting Spanish-speaking women, offering connection, compassion, and care during a challenging time.

WomenCARE is seeking a compassionate, organized, and bilingual Outreach Coordinator / Office Administrator to support Entre Nosotras, our culturally responsive program serving Spanish-speaking women with cancer in South County, primarily Watsonville.

This position plays a key role in outreach, communication, and day-to-day administrative support, helping ensure that women in our community can access emotional and practical support during cancer treatment and survivorship.

POSITION OVERVIEW:

The Outreach Coordinator / Office Administrator supports community outreach efforts, assists with client and volunteer communication, and provides office and administrative support for the Entre Nosotras program. This role requires strong interpersonal skills, attention to detail, and comfort working in a bilingual, community-based setting.

Key Responsibilities:

- Conduct outreach to community partners, clinics, and organizations in South County/Watsonville
- Support communication with Spanish-speaking clients (phone, email, in person)
- Assist with record-keeping (outreach tracking), and basic data entry
- Provide general office and administrative support for the Entre Nosotras program
- Help maintain organized electronic and physical files
- Support program events, support groups, and outreach activities as needed

Qualifications

- Fluent in Spanish and English (speaking, reading, and writing required)
- Familiarity with South County / Watsonville and the local community
- Strong organizational and communication skills

- Comfortable using Microsoft Office and Google applications
- High school diploma or equivalent (minimum requirement)
- Ability to work independently and collaboratively
- Sensitivity to working with individuals affected by cancer

Requirements:

- Fluency in English.
- Possess a high school diploma or equivalent.
- Live in Santa Cruz, Monterey, San Benito County, or the surrounding counties.
- Be punctual and reliable, adhering to schedules as needed for the program.
- Ability to use sound and ethical judgment.
- Ability to pass a background check

Desired Knowledge, Skills, and Other Abilities:

- Excellent interpersonal skills and ability to engage with diverse communities in Santa Cruz County, particularly in South County/Watsonville.
- Principles of cultural sensitivity, cultural awareness, and cultural humility when working with Spanish-speaking communities.
- Strong organizational skills with the ability to manage outreach activities, track contacts, and follow through on tasks.
- Compassionate and professional approach when working with individuals affected by cancer and their families.
- Ability to communicate clearly and respectfully with clients, volunteers, community partners, and healthcare providers.
- Strong phone, computer, and data entry skills, including familiarity with Microsoft Office and Google Workspace.
- Ability to work independently while collaborating effectively with program staff and volunteers.
- Initiative, creativity, and comfort engaging in community outreach and relationship building.
- Ability to maintain confidentiality and handle sensitive client information with professionalism.
- Bilingual in Spanish and English (required).

Job Type:

- Part-time: 10 hours per week
- Schedule to be determined; some flexibility required

Compensation: \$23 per hour, plus a \$3 per hour bilingual differential.

Benefits:

- Paid sick leave

- 401(k) retirement plan
- Continuing education and training opportunities
- Mileage reimbursement for approved program-related travel

ABOUT US:

Family Service Agency of the Central Coast (FSA) is a well-established non-profit mental health and wellness agency. Our services include outpatient counseling, 988 Suicide & Crisis Lifeline, suicide prevention services, programs for suicide loss survivors, outreach, education and training, mobile crisis response, senior services, support for women with cancer, and a program for victims of childhood sexual abuse. Join our team and enjoy a supportive work environment where you and your clients can thrive.

WORK ENVIRONMENT:

The work environment characteristics described here represent those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is regularly required to use hands, reach with hands and arms, and talk or hear. The employee is frequently required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Laptops, headsets, and other necessary technology will be provided.

Family Service Agency is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or protected veteran status. We are committed to excellence through diversity and strive to establish a climate that welcomes, celebrates, and promotes respect for the contributions of all clients and employees.

Our programs recognize the value of racial, ethnic, cultural, and linguistic diversity and strive toward a culture of trauma-informed practice. The overarching goal is to ensure that all services promote healing and integrate the values and standards of providing culturally and linguistically appropriate services.

For more information, please email fsaemployment@fsa-cc.org or call (831) 244-3643.