Esperanza Peace and Justice Center, in San Antonio, Texas, is seeking to fill a new position.

**ESPERANZA PROGRAMS COORDINATOR:** Primary responsibility will be to assist the Executive Director in coordinating and managing Esperanza’s public programming, inter-campus collaborations, and community organizing projects.

**HOURS:** Full-time, exempt, some evenings and weekends required

**COMPENSATION:** Starting salary of $50,000 - $65,000, depending on qualifications

**BENEFITS:** Health insurance, paid vacation and personal time

**START DATE:** September, 2023 beginning with a three month trial period.

We seek to hire someone with facilitative leadership practice, strong administrative and writing skills, and experience with community and staff relations.

**Overview of the Esperanza Peace and Justice Center**

Esperanza is a dynamic workplace, with 36 years of experience as a grassroots arts, education, and advocacy organization. Our central building, located just north of downtown San Antonio, hosts community events and meetings, musical and theateric performances, film showings, visual arts exhibits, and serves as the central office space for Esperanza’s Staff, interns, and volunteers, including the staff of our monthly newsjournal, La Voz de Esperanza. Our main Westside campus, the Rinconcito del Esperanza, is home to our Casa de Cuentos and MujerArtes Clay Studio and hosts numerous community workshops and events. We are restoring several historic buildings at the Rinconcito that will house a community museum, El Museo del Westside, a small café, an oral history recording studio, a center for traditional health practices, and outdoor event spaces.

We currently have eleven full- and part-time Staff members, twelve members of the Conjunto de Nepantleras (Board of Directors), over 200 active Buena Gente (volunteers), and many individual and institutional supporters, locally, nationally, and internationally.

The Esperanza is in an exciting period. While continuing our programming of community-based arts and cultural events, we are expanding several community preservation projects, organizing an advocacy campaign to support deeply affordable housing and to minimize resident displacement, overseeing renovations at the Rinconcito, preparing for the opening of the Museo del Westside, and developing San Antonio’s first Community Land Trust.

With these added programming opportunities and challenges, the Programs Coordinator will be crucial to shaping Esperanza’s future. As with all new employees, the new Programs Coordinator will be expected to learn and embrace the unique mission and practices developed over Esperanza’s long history, and then to contribute your skills and wisdom to shape our work in the future. For more about the Esperanza, please visit Our History and/or browse the archives of thirty-six years of La Voz de Esperanza.
Core Responsibilities

• Assist the Executive Director in organizing and managing the scheduling, planning, and managing of Esperanza events and public programming.
• Coordinate inter-campus collaborations.
• Represent the Esperanza with community members and organizations.
• Support the work of various coalitions in which the Esperanza is represented.

Qualifications and Desirable Qualities

• At least 3 years administrative experience with program management.
• Demonstrated ability to contact and work with local, national, and international artists, scholars, and organizations.
• Competency in Microsoft Word and Excel software applications and willingness to learn new software as needed.
• Demonstrated commitment to social justice and to the development of just and inclusive organizational practices.
• Understanding and respect for the work of unpaid Buena Gente and other Esperanza supporters.
• Demonstrated ability to function well with people having diverse interests and skills.
• Ability and willingness to work evenings and weekends, as needed.

Desired Qualities: a collaborative nature, flexibility, ability to navigate through chaotic and high-stressed situations, mediation skills, familiarity and/or knowledge of the San Antonio Mexican-American culture, other Latinx communities and people of color and LGBTQ+ community issues and knowledge about arts program production. Preference for Spanish language fluency.

Applications

Please send your resume and a one-page cover letter to pr@esperanzacenter.org. In your letter, please describe your interest in and experience relevant to the Programs Coordinator job. Please include three recent references in your resume.

Deadline for full review: July 31, 2023. Review of applications will begin on August 1, 2023, on a rolling basis. We will accept applications through August 6, unless the position has already been filled.

The Esperanza Peace and Justice Center is an equal opportunity employer. People of color, women, Transgender, Non-Conforming, and LGBTQ folks, people with disabilities, and progressive community-based activists are encouraged to apply.

Special Note:
We realize that you may not possess each of the criteria listed above and that you may have relevant qualifications not listed above. Research shows that men apply for jobs when they meet an average of 60% of criteria, while women and other marginalized people tend to apply only when they feel they meet all requirements. We encourage you to apply if you believe you are a good fit for this position, even if your résumé does not include every qualification listed above.

Also, if you are interested in working with Esperanza but do not feel you are a good fit for this position, please send us your resume with a message describing the type of position for which you are looking. A number of short-term and long-term positions will become available in the next 18 months.