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

**ESPERANZA STAFF COORDINATOR:** Primary responsibility will be to assist the Executive Director in coordinating and managing daily staff, office, technical, and organizational needs.

- **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 theatrical 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 news journal, 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.

We are enlarging our staff to handle the additional work, and the Staff Coordinator will be crucial to shaping Esperanza’s future. As with all new employees, the new Staff 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

- Ensure that new staff members are oriented to the Esperanza and can access the resources they need to perform effectively.
- Assist the Executive Director in overseeing assignment of Staff responsibilities, working to find a good fit with each individual’s skills and interests and to ensure an equitable distribution of work among Staff members.
- Ensure that Staff members understand their rights and responsibilities under the organizational policies included in the Staff Handbook.
- Assist staff members in organizing their work, setting reasonable deadlines, and adjusting to unforeseen challenges.
- Assist staff members in developing the skills and knowledge they need to succeed in their work.
- Assist staff members in keeping good records of their work time and reimbursable expenses.
- Facilitate communication and work coordination among staff members.
- Coordinate staff meetings, distributing the agenda, action items, meeting notes, reports, correspondence, and other critical information.
- Assist Staff and Buena Gente to coordinate their respective work and to ensure open communication.

Qualifications and Desirable Qualities

- At least 3 years administrative experience with people and program management.
- Demonstrated ability to work with and support the development of co-workers.
- Competency in Microsoft Office software and willingness to learn new applications as needed.
- Demonstrated commitment to social justice and to the development of just and inclusive employment practices.
- Understanding and respect for the work of unpaid Buena Gente and other Esperanza supporters.
- Ability and willingness to do hands-on work when needed, without regard for job titles or core responsibilities.
- 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, 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 Staff 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.