

## **MEND | Meet Each Need with Dignity**

10641 N San Fernando Road

Pacoima, CA 91331

**Phone** | 818.896.0246

**www.MendPoverty.Org**



### **JOB DESCRIPTION**

**POSITION TITLE:** Project Lead - TEMPORARY

**FLSA STATUS:** Non-exempt

**REPORTS TO:** Program Manager

**LOCATION:** Onsite with offsite activities

**WAGE:** \$30 per hour

**START DATE:** January 5, 2026

**END DATE:** June 1, 2026

#### **ABOUT MEND:**

MEND-Meet Each Need with Dignity is a nonprofit organization headquartered in Pacoima, CA serving the crisis needs of the most vulnerable community members. Operating the San Fernando Valley's most extensive Community Nourishment Programs, MEND distributes almost 4 million pounds of good food a year. And, in alignment with MEND's mission and long-term commitment to strengthen families and the community, MEND helps individuals address and overcome the long-term challenges that have kept them from thriving through our more intensive services and programs.

**JOB SUMMARY:** Under the direct supervision of the Program Manager, the Project Lead will coordinate and deliver an outreach and enrollment assistance campaign focused on California's priority statewide initiatives. The Project Lead will supervise a team of Community Navigators, where together they will share culturally responsive information, increase awareness and assist individuals with enrollment into public service programs that promote equity and access.

#### **ESSENTIAL FUNCTIONS:**

1. Oversees all aspects of project coordination and execution, resulting in the successful achievement of all grant objectives including ensuring project funds conform with funder requirements; implements strategies based on data-informed decisions to best serve target communities.
2. Supervises, trains, and supports a team of Community Navigators in the implementation of Project. Provides training on outreach methods, talking points, safety measures and reviews new information related to project with team regularly.
3. Responsible for implementation and tracking of key project activities and outcomes. Review and submit daily activity data reports, staff timesheets, activity logs and

mileage expense forms to ensure compliance with funder and/or regulatory requirements resulting in successful, clean audits.

4. Builds relationships with Community Based Organizations to facilitate collaborative outreach efforts.
5. Coordinates and schedules highly interactive activities that are culturally and linguistically appropriate to engage community members in conversations about the project campaign topics via door-to-door canvassing, community canvassing, phone banking, community trainings, workshops and meetings.
6. Provides one on one direct enrollment assistance to community members.
7. Provides information and referrals to MEND services, works cooperatively with other departmental staff to maximize project impact.
8. Participates in project training sessions and meetings with contracting agency, as required.
9. In coordination with the marketing team, develops informational handouts and flyers; secures translation services, as needed.
10. Other duties as assigned and relevant to the project.

#### **PHYSICAL REQUIREMENTS:**

- Ability to occasionally move supplies and equipment weighing up to 50 lbs for various outreach event needs and lift up to 25 lbs, with constant lifting of small objects.
- Occasionally assemble, lift and carry materials and supplies required for activity.
- Perform sustained, repetitive, manual and circular motion tasks with the upper extremities.
- Must be willing to occasionally be on feet 3-4 hours of a nine-hour day.
- Must be willing to occasionally work in outdoor temperatures with a frequency of being in noisy and dusty environments.

#### **Qualifications:**

- Bachelor's degree required in Human Development, Public Health, Psychology, Sociology, or related field is required. Will consider an equivalent combination of education, training, and experience.
- Bi-lingual; fluency in languages such as Spanish, Tagalog, Armenian, or American Sign language are required
- Experience supervising others, providing staff coaching, and holding them accountable for meeting targets.
- Understanding of available public and private supports for holistically increasing an individuals' mental wellness.
- Experience with leading engaging presentations and group training sessions.
- Must be results oriented with strong critical thinking skills, able to set and meet deadlines; adept at tracking data and program outcomes.
- Ability to work independently and as a team player.
- High energy, friendly, organized, and detailed-oriented.

- Valid CA Driver's License and Current insurance; Must have reliable transportation, position requires extensive local travel
- Excellent internet and research skills
- Intermediate Excel skills and possess the ability to set up formulas and calculations on spreadsheets.
- Excellent communication and organizational skills; strong written and interpersonal skills.
- Ability to type, enter and track information (e.g., referrals made and acted upon) in a computer-based platform
- Experience working with individuals with diverse ethnic backgrounds
- Must be willing to work a flexible schedule to accommodate outreach activities

**Time Commitment:** Full time 70 hours per pay period (9/70 per pay period or 32/38 hours per week based on organizational needs) through grant term. Must be able to work a flexible schedule which will include occasional evenings and weekends. Position requires extensive local travel.

All positions contingent on continued funding.

All employees on County-funded programs must be fully vaccinated against COVID-19 as a condition of employment. Successful candidates for this position will be required to submit proof of vaccination against COVID-19 or request an exemption for qualifying medical or religious reasons during the onboarding process. Candidates should not present proof of vaccination until instructed to do so by the hiring department.

All employees will be required to adhere to all relevant confidentiality agreements, policies and procedures to safeguard client information. Employees will be required to complete all mandatory training annually, including but not limited to HIPPA, compliance, safety, cyber security, and harassment.

To apply, please submit cover letter and resume to [jobs@mendpoverty.org](mailto:jobs@mendpoverty.org). **Position open until filled.** Please include a cover letter that describes how your experiences meets all the requirements of the position. Applicants who do not submit a cover letter will not be considered.

The above statements reflect the essential functions considered necessary to describe the principal content of the job. They are not intended to be a complete statement of all work requirements or duties that may be inherent in the job. MEND is an equal opportunity employer.

This is a temporary position with MEND. Position not eligible for MEND sponsored benefits.

MEND, named the 2022 & 2023 Daily News Reader's Choice FAVORITE WORKPLACE, is an equal opportunity employer committed to a diverse and inclusive workforce. We foster a culture that honors different perspectives, opinions, and backgrounds.

Company culture is at our core.

#### Culture

- Warm and welcoming environment
- Staff and volunteers have a passion for making the world a better place
- Investment in, care and appreciation for all employees
- Celebrate success together at staff meetings, annual holiday celebration and for outstanding achievements
- Emphasizes personal and professional skill development through quarterly performance appraisals and regular 1:1 meetings with management
- Commitment to program excellence and impact

#### Core Values

- Excellence in programs, outcomes, and operations
- Informed, holistic approaches through active listening and credible messengers
- Integrity in our actions, building trust in our community and donors
- Transparency and integrity in all we do
- Dignity & respect for those we serve and each

other