



Job Announcement

Rafiki Coalition for Health and Wellness

601 Cesar Chavez Street
San Francisco, CA 94103

Rafiki Coalition is seeking a Pop-Up Event Assistant who has experience/passion for working with marginalized communities. This position assists with developing Events which provide support to families that addresses health inequities within our community to ensure adequate healthcare delivery.

Overview

Rafiki Health and Wellness focused Events are held 2-3 times a month for community on various days of the week. Varying between mid-day, evenings (4:30pm – 5:30pm start and ending by 6:30pm usually) and/or Saturday's both in person and and/or virtual depending on the event. **Rafiki strives to create one-stop-shop Events where community can access multiple resources at once, in an environment that feels community-centered, safe and uplifting.** The comprehensive vision of Rafiki is to bring service providers and community members together in a new way that disrupts the prevalent, institutional-centered model of care/service delivery, is built with and for community, and aims to provide the services, goods and environment that communities need to thrive. At this early stage of implementation, Rafiki is playing a lead role in the Health & Wellness division of services. Rafiki is seeking an Events Assistant to oversee the day planning, logistical operations, supervision and implementation of these monthly Events as well as ongoing planning for community event projects.

Job Title: Pop-Up Event Assistant (Temporary June 2023)

Program: Rafiki Pop-Up Events Collaboration

Status: Full-time, Hourly (32-40 hrs./week, Tuesday - Saturday schedule)

Salary: \$55,000 (Hourly rate \$26.44)

Benefits: Holiday Pay, sick time accrual

To Apply: Send resume w/cover letter to;

- Lamonica@rafikicoalition.org with subject line: Pop-Up Events Assistant
- Or apply on Indeed.com (search for Rafiki Coalition)

We seek mission-driven, passionate candidates from backgrounds that represent the clients being served. We seek candidates who have public health/community outreach and engagement expertise and demonstrated commitment to fostering anti-racist practice, racial justice, and health equity. We aim to foster an environment of inclusion and belonging for our workforce and to create a team that reflects the diversity,



Job Announcement

including majority Black/African American San Franciscans, served in our new innovative program. Duties to include but are not limited to the following:

- (1) provide welcoming and compassionate client service to community participants;
- (2) assist with the preparation of educational project materials, create, and review daily sign-in sheets;
- (3) support daily logistical activities with our event providers, nutritional meal providers and partners, perform daily set-up and break-down for event activities;
- (4) support data collection activities related to event reporting and handle multiple incoming issues and concerns related to event programming duties;
- (5) act as a point of contact for both internal and external providers and partners and monitor mobile site operations as directed by event Program Coordinator;
- (6) perform additional professional administrative support and other job-related duties across multiple projects as directed by the event Program Coordinator and/or the Associate Director of Programs in support of the mission, goals, and objectives of the agency.

Essential Required Qualifications:

- High school diploma and/or minimum of 3-5 years of administrative support or community organizing experience.
- Computer literate, including Microsoft software (Word, PowerPoint, etc.).
- Sensitivity to the realities of health disparities, specifically in the Black community.
- Experience working with a diverse staff and constituencies.
- Experience working in nonprofit or public sector strongly preferred
- Operate with the utmost degree of integrity and commitment to quality
- Ability to work independently, show initiative, demonstrate time management, take directives and follow through on tasks and assignments with minimal supervision
- Display sound judgment in a variety of situations
- Good verbal, written and interpersonal skills.
- Sense of humor and developed emotional intelligence.
- Works from a framework of racial equity, harm reduction, when working with clients.
- Excellent interpersonal skills; ability to interface professionally with a diverse, multi-cultural, and interdisciplinary staff at all levels.
- Ability to work effectively & function independently.

PREFERRED QUALIFICATIONS

- San Francisco resident familiar with the community and its members preferred.



Job Announcement

PHYSICAL DEMANDS

- Capable of standing on your feet for long hours (average shifts ranging from 5 to 8 hrs. per day).
- Bend to reach lower storage areas and to remove objects from storage areas located above eye level
- Assist with setup & teardown, as needed
- Ability to lift 35-50 pounds, carry bag/boxes of groceries or other supplies needed for the operation of services
- Able to walk 3 to 5 miles over the duration of a shift
- Assist with load in/load out
- Must be willing to distribute fliers in all commercial areas, and all residential areas, all parks, community

Rafiki Coalition does not exclude, deny services to, or otherwise discriminate against any person on the basis of race, color, national origin, age, sex, sexual orientation, gender identity, religion, pregnancy, veteran status or disability in admission to, participation in, or receipt of the services and benefits of any of its programs and activities or in employment therein, whether carried out by Rafiki Coalition directly or through a contractor or any other entity with whom the agency arranges to carry out its programs and activities.