

Position: Program Operations & Community Engagement Coordinator

Location: 4162 Redwood Highway, San Rafael CA 94903

Type: Part-time (up to 25 hours per week) with potential to grow into a full-time position

Salary: \$35 per hour

Reports to: Program Manager

About Postpartum Support Center (PPSC)

Postpartum Support Center (PPSC) is a rapidly growing 501(c)(3) nonprofit serving families across Marin County with compassionate, community-based perinatal support. Our mission is to provide a comprehensive support system and safe place to mothers/parents and families in need and to promote awareness and prevention of Perinatal Mental Health Disorders. We strive to provide support, education, and resources to ensure every family can thrive during the critical perinatal period. PPSC is dedicated to improving the health and well-being of mothers and families through targeted evidence-based programs and services that address maternal mental health.

- **Maternal Mental Health Peer Support Services:** support line, peer counseling, support groups
- **ROSE (Reach Out Stay Strong Essentials for moms of newborns):** a program that prepares pregnant women and birthing people for the postpartum period and teaches skills and tools to prevent postpartum depression
- **Marin Diaper Bank:** provides free diapers and other necessities to local children in need, as well as perinatal supplies to pregnant women and new mothers
- **Perinatal Support Classes:** Newborn Care, Birth Preferences, Labor Techniques, Essentials for Breastfeeding, Baby Feeding Circle, Potty Learning Support Groups, etc.
- **PPSC provides information, resources, referrals, self-screening mental health assessments, and advocacy.**

Position Overview

The Program Operations & Community Engagement Coordinator plays a key role in ensuring PPSC's programs run smoothly and that families, volunteers, and partners feel supported and connected. This position provides operational coordination across multiple programs, with a strong focus on logistics, communication, and community engagement.

This role is being hired to provide coverage during a staff member's maternity leave. While the initial term is expected to be temporary, there is a strong possibility for this position to transition into a longer-term or full-time role based on organizational needs, funding, and mutual fit.

The Coordinator works closely with the Executive Director and program staff. This role is a trusted operational position that supports the translation of PPSC's mission into organized, responsive, and caring action.

Key Responsibilities:

Program Operations & Logistics

- Support day-to-day operations of PPSC programs, including peer support groups, educational offerings, and special events
- Coordinate logistics for the Marin Diaper Bank, including inventory tracking, donations intake, organization, and distribution support
- Assist with scheduling, program materials, and space coordination
- Help maintain organized systems for program documentation and reporting
- Identify operational needs or challenges and collaborate with leadership on solutions

Volunteer Coordination

- Support volunteer onboarding, communication, scheduling, and appreciation
- Serve as a welcoming and responsive point of contact for volunteers
- Assist with volunteer meetings, trainings, and engagement activities
- Help ensure volunteers feel informed, supported, and aligned with PPSC values

Community Engagement & Outreach

- Assist with partner and donor communication, outreach, and follow-up
- Support relationship-building with community partners, service providers, and local organizations
- Help prepare outreach materials, updates, and communications as needed
- Support community events and fundraising activities, including Walk for Moms and other gatherings

Fundraising & Administrative Support

- Provide administrative and logistical support for fundraising efforts
- Assist with donor acknowledgments and stewardship communications
- Support light bookkeeping tasks, expense tracking, and documentation (training provided)
- Help maintain accurate records in internal systems and databases

Communications & Social Media Support

- Assist with social media posting and content coordination
- Help share program updates, events, and impact stories in alignment with PPSC's voice and values
- Support basic communications needs as they arise

Qualifications:

Education:

Minimum Bachelor's degree in Social Work, Psychology, Public Health, Education, or a related field preferred. Equivalent lived experience and relevant training will be considered.

Experience:

- Experience facilitating groups, providing peer support, education, or community-based programming, preferably with families, parents, or perinatal populations.
- Experience working in nonprofit, social services, public health, or community-based settings strongly preferred.

Training:

- Willingness to complete required training in Maternal Mental Health, Mental Health First Aid, Peer Support Orientation, and any PPSC-required certifications (training is paid).

What We're Looking For:

- A person who is both detail-oriented and people-centered
- Someone proactive, flexible, and solution-focused
- A team player who can hold logistics with care and relationships with integrity
- Someone interested in growing with a community-rooted organization

Language:

Bilingual proficiency in English and Spanish is ideal but not required.

Compensation & Benefits

This is a part-time position, offering **\$35 per hour** for up to **25 hours per week**.
5 paid sick days per year

How to Apply

Please visit <https://www.postpartumsc.org/get-involved/careers> to submit your application. Qualified candidates will be scheduled for interviews on a rolling basis. This position will remain open until filled, with an anticipated start date of **March 2, 2026**.

PPSC is an equal opportunity employer. We are committed to creating a diverse and inclusive environment and welcome applicants from all backgrounds, regardless of race, religion, color, national origin, gender, sexual orientation, age, marital status, or disability status.

Join us in making a meaningful difference in the lives of mothers, fathers, partners, and children across Marin County and beyond!