



Community Health Worker and Program Coordinator

Location PPSC Center, with some travel, some weekends and evenings required.

Status Full-time • 40 hours per week • Salaried, non-exempt

Salary \$70,000 annually, depending on experience and qualifications

Reports to Executive Director or designated supervisor

Language and setting English and Spanish desired • In person and community based

About PPSC

Postpartum Support Center (PPSC) is a growing 501(c)(3) nonprofit supporting expectant and new parents, children, and families throughout Marin County. We strengthen family well-being through compassionate, practical, and culturally responsive services during pregnancy, postpartum, and early parenthood, while promoting prevention and early identification of perinatal mental health challenges.

Our services bring together mental health and peer support, case management and resource navigation, the Marin Diaper Bank and family essentials, perinatal and parenting education, family learning and support groups, fatherhood and partner services, and car seat safety. Community partnerships, outreach, and advocacy help us reduce barriers to care.

Position summary

The Bilingual Community Health Worker and Program Coordinator helps expectant and new parents and families access support, build practical skills, and connect with health and community resources. This role combines individual community health support with coordinating and facilitating groups, classes, and parent education in English and Spanish.

Working closely with case managers, PPSC staff, and community partners, this person coordinates family support, follows up on referrals and needs, and creates welcoming learning spaces. Services focus on education, prevention, resource navigation, and connection, within the employee's training and assigned scope.

Key responsibilities

Community health and family support

- Build trusting relationships with families and identify their priorities and barriers to support.
- Provide health education and practical support using PPSC-approved materials and training.
- Connect families with health care, mental health, benefits, and community resources.
- Work with case managers on referrals, service access, and follow-up on family needs.
- Share family updates with case managers; refer clinical or urgent concerns through PPSC protocols.

Groups and classes

- Facilitate bilingual parent groups, classes, and workshops aligned with training and program needs.
- Prepare lessons, materials, and activities using approved curricula and program guidelines.
- Create inclusive spaces that encourage participation, peer connection, and practical learning.
- Support participant recruitment, registration, reminders, attendance, and follow-up.
- Gather participant feedback and help improve program accessibility and delivery.

Program coordination and outreach

- Coordinate assigned program schedules, locations, materials, and partner communication.
- Conduct outreach to connect families with PPSC groups, classes, and community health services.
- Maintain timely service notes, referral records, attendance, and required program documentation.
- Collaborate with staff and volunteers and participate in supervision and required training.
- Support PPSC fundraising and community events and other relevant duties assigned by the supervisor.

Qualifications

- Community Health Worker (CHW) certification required.
- Bilingual English and Spanish, with strong speaking, reading, writing, and presentation skills.
- Experience in community health, family support, outreach, education, or a related field.
- Experience facilitating groups, classes, or workshops; comfort engaging diverse participants.
- Understanding of pregnancy, postpartum, early parenthood, and barriers to family well-being.
- Strong organization, communication, documentation, and follow-through skills.
- Ability to maintain confidentiality, professional boundaries, and compassionate service.
- Comfort with email, calendars, data-entry systems, and virtual learning tools.
- Ability to travel to assigned community locations throughout Marin County.

Experience with perinatal or parenting programs is preferred. Willingness to complete additional training required for assigned services is essential.

Schedule and benefits

This is a full-time, 40-hour-per-week position at the PPSC Center and community partner locations. Some evening and weekend hours may be required for groups, classes, outreach, or events. Advance notice will be provided whenever possible.

Annual salary is \$70,000, depending on experience and qualifications. Full-time benefits include paid time off, paid sick leave, holidays, health benefits, and retirement plan eligibility, in accordance with current PPSC policies.

Equal opportunity

PPSC is an equal opportunity employer. We welcome applicants from diverse backgrounds and experiences.

How to apply

To apply, please complete the application at <https://forms.gle/NUojtTrGNVmZF4kx5> and submit your resume and cover letter.