

Position: Fatherhood Support & Operations 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 perinatal 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 Fatherhood Support & Operations Coordinator is primarily responsible for facilitating fatherhood support groups and educational classes that center emotional well-being, connection, and practical support for fathers and partners. This role works closely with the Maternal Mental Health Program Manager to help build, adapt, and implement fatherhood-focused curriculum aligned with PPSC's broader perinatal mental health programming.

In addition, this role includes limited administrative, operational, and bookkeeping support to ensure smooth coordination of the fatherhood program. This is a collaborative, people-centered position and does not include staff supervision or independent budget management.

Key Responsibilities:

Fatherhood Support Groups

- Facilitate fatherhood support groups in alignment with PPSC's values of dignity, inclusion, and care
- Create safe, welcoming, and respectful spaces for fathers to share experiences and build community
- Prepare discussion topics, prompts, and activities that support emotional well-being and healthy relationships
- Coordinate group logistics, including scheduling, space setup, and materials
- Maintain appropriate boundaries and refer participants to additional supports when needed

Fatherhood Classes & Curriculum Development

- Co-facilitate or lead fatherhood-focused educational classes and workshops
- Collaborate with the Maternal Mental Health Program Manager to develop, adapt, and refine fatherhood curriculum
- Support alignment between fatherhood programming and PPSC's maternal mental health framework
- Provide feedback from groups and classes to inform curriculum improvements
- Assist with piloting new class formats or topics as the program grows

Community Engagement & Outreach

- Support outreach and engagement with fathers and partners in collaboration with PPSC staff
- Build positive relationships with community partners and referral sources
- Support and assist with occasional community events, presentations, 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:

- Experience facilitating support groups, classes, or community-based programs (fatherhood experience strongly preferred)
- Comfort engaging in conversations around mental health, parenting, and relationships
- Strong interpersonal and communication skills
- Ability to work with diverse families and communities with respect and cultural humility
- Basic organizational and administrative skills
- Comfort with Google Workspace and basic documentation systems
- Bilingual (Spanish/English) strongly preferred but not required

Training:

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

What We're Looking For:

- Someone who is warm, grounded, and trustworthy
- A facilitator who listens deeply and leads with empathy
- A collaborative team member who is open to learning and co-creating curriculum
- Someone who can balance relational work with light administrative responsibilities

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!