

MARIA C. MAGAÑA

Objective

To secure a challenging and responsible position in which I am able to administer and support program, events and/or activities while embracing the values of passion, humility, and trustworthiness.

Profile

Motivated, professional and a successful 20 plus year track record of public health experience and working with community organizations, coalitions and providing community service to farm-working community in Santa Cruz and Monterey Counties. Creation of bilingual material development and presentations. Computer savvy and phone etiquette.

Flexible and versatile – able to maintain a sense of humor under pressure. Poised and competent with demonstrated ability to easily transcend cultural differences. Thrive in deadline-driven environments. Excellent team-building skills. Encourage participant involvement in meetings, conferences and presentations.

Skill Summary

- Works well under pressure
- Bilingual & Bicultural (Spanish/English)
- Professional Bilingual Presentations & Trainings
- Coordination Skills
- Team Player & Hard Worker
- Translation Experience
- Facilitation Skills
- Office & Front Desk Skills
- Task & Time Blocking Skills
- Savvy Computer Skills
- Education Prevention Experience
- Punctual & takes deadlines seriously

Experience

Special Program Coordinator - Community Organizer

Central Coast Center for Independent Living, Salinas, CA

8/22/2016 – Present

- Responsible for the development and implementation of a yearly advocacy strategic plan.
- Facilitate training to individuals and groups including agency staff and board members on community organizing and advocacy that leads to systemic changes and inclusion for people with disabilities
- Case management – create individual living plans to support consumer's equal and full participation in life, provide peer support, advocacy, and education needs.
- Attend to tri-county collaborative, coalitions and other community meetings to represent and ensure the community with disabilities present.

Health Program Specialist

Santa Cruz County Health Department, Santa Cruz, CA

1/11/2016 – 8/8/2017

- Working knowledge of the methods and materials of health information and education
- Working knowledge of the functions and objectives of public and private agencies and institutions that provide community health information and educational activities, programs and services;
- Working knowledge of theories and techniques of teaching and learning for groups such as youth, elderly, physical or mental handicapped, or the economically or socially disadvantaged.
- Gain the support and cooperation of public officials, community groups and agencies relative to health information concerns;
- Develop, promote and implement a variety of health information/education programs;
- Write and speak effectively and make group presentations;
- Establish and maintain tactful and cooperative working relationships with others;
- Operate audio-visual equipment.

Community Organizer

Central Coast Center for Independent Living, Salinas, CA

8/20/2007 – 1/10/2016

- Responsible for the development and implementation of a yearly advocacy strategic plan.
- Facilitate training to individuals and groups including agency staff and board members on community organizing and advocacy that leads to systemic changes and inclusion for people with disabilities

Training Specialist

Earthbound Farm, San Juan Bautista, CA

9/23/2011 – 2/22/2012

- Partner with HR generalists, managers and supervisors to identify and assess training needs.
- Coordinate, schedules and conducts training for new hires and current employees.
- Administer and manages the Earthbound Farm Tuition Reimbursement program in accordance with EBF policy and procedures.
- Develop and evaluates training support materials including workbooks, handouts, manuals and guides. Maintains training manuals and resources.
- Conduct training as needed including new hire orientation, compliance training, and other areas of subject matter expertise.
- Evaluate the effectiveness of training programs and employee performance to ensure maximum learning.
- Support the preparation, monitoring and management of the Learning & Development budget.
- Support the planning and implementation of training activities, events and meetings.

Chronic Disease Prevention Specialist II

Monterey County Health Department, Salinas, CA

8/20/2007 – 11/23/2010

- Develop training aids and provide educational/training sessions to individuals and groups regarding available and specific services provided by the health care programs.
- Instruct clients on prevention measures and proper health care procedures.
- Review publications for educational suitability, maintained and distributed health educational materials, prepare visual aids and display materials.
- Perform routine interviews of individuals with potential exposure to CD-communicable disease in order to locate and reduce exposure to source.
- Gather data through field interviews with contacts, suspects and case suspected of having or been in contact with a communicable disease (E-Coli, Shiguella, Campylobacter, and Giardia).
- Solicit volunteers and coordinate community involvement and support as the County discharge its responsibility relative to health care programs.
- Assist in publicizing health care programs through community gatherings, coalitions, collaborative and media events.
- Support staff dealing with the most difficult and unusual problems.

Parent Facilitator

Parent Institute for Quality Education, San Jose, CA

4/2/2006 – Present

- Teaching and facilitating the PIQE nine-week parent training course at local pre-school, elementary, middle and high schools to increase the academic success of Pre-K to 12 grade students and lower the dropout rate through parental involvement at home and in the school in underserved communities as a pathway out of poverty.
- Spanish and English presentations
- Coordinate workshop logistics with venues

Manager, Parent Education Coordinator

Strategic Health Communication, Watsonville, CA

4/2004 – 8/17/2007

- Coordinate the parent education program, *Habla Conmigo*, and outreach as needs arise.

- Coordinate the youth radio program, Youthtopia.
- Provide administrative support to youth newspaper program, ShoutOut, youth, staff and consultants. Develop the quarterly Facilitator's Guide in support of newspaper usage.
- Oversee 4-8 parent education facilitator, 5-7 teen leaders and 2-4 youth interns.
- Plan, outreach, and organize the Training of Facilitators and Teen Leaders.
- Prepare documents of service, gather statistical information and complete reports in compliance with funding requirements.
- Announce services through presence at community events, public service announcements and other means.
- Maintain working relationship with agency staff, government and community organization, and other contacts.
- Participate in parent recruitment efforts, including but not limited to staffing outreach events, attending meetings and delivered presentations.
- Coordinate workshop logistics, including site set-up and clean-up, parent incentives, food and childcare, as needs arise.
- Complete financial reports and assist with payroll procedures.
- Manage office duties and other duties as assigned.
- Spanish translation related to any and all SHC programs and materials

Education	California State University Monterey Bay Social Behavioral Science: Social Psychology Capstone: Latino Men: Macho, Machismo and Sexuality	2002-2004 Seaside, CA
	Cabrillo College Psychology	1997-2002 Aptos, CA
	Hartnell College Psychology	1995-1996 Salinas, CA
	Watsonville High School	1991-1995

References Upon Request