

# MARIA C. MAGAÑA

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## 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***