



Job Title: Program Coordinator

Reports to: Program Manager/Sr. Manager

FLSA Status: Full-time Non-Exempt

Prepared Date: December 18, 2018

Hourly rate: \$20-24/hour

Position Description

Summary

Organization Summary:

The Latino Coalition for a Healthy California (LCHC) is the State's leading policy organization advocating for the health of the Latino community in California. Over the past 25 years, LCHC has uplifted community voices at the Capitol and has achieved multiple policy victories that have protected and advanced health equity for Latinos and all Californians. Today, LCHC is multi-issue policy organization advocating for policies and programs that promote health equity and racial justice towards building healthy communities for all Californians.

Position Summary:

Under the direction of the Program Manager/Sr. Manager, the Program Coordinator will work to advance the Latino Coalition for a Healthy California's mission to advance and protect Latino Health in California. Specific responsibilities for the Program Coordinator include:

Essential Duties and Responsibilities

- Implement grant deliverables for community programs, including Health Ambassador Leadership Program and Salud con Dignidad/Health with Dignity Program
- Support Program Manager/Sr. Manager in program management and implementation
- Support Program Manager/Sr. Manager in gathering information for grant reports
- Coordinate events and regional trainings for community members and partner organizations
- Coordinate in-person and online trainings with regional partners
- Manage relationships with community partners and coalitions
- Develop new strategic partnerships to advance LCHC's mission
- Track grant progress by regularly communicating with Program Manager/Sr. Manager and project partners

Other Duties and Responsibilities

- Elevate program to LCHC stakeholders, including community and general public
- Participate in related LCHC coalition calls and meetings
- Participate in community events and meetings
- Produce communications content for LCHC's programs
- Support Policy Communications Coordinator to share communications content through social media and other forms of media

Education and/or Experience

- Associate or Bachelor's degree preferred
- At least 2-3 years experience in program coordination preferred

Knowledge, Skills and Abilities	<ul style="list-style-type: none"> -Familiarity with promoting social determinants of health, racial and health equity -Strong oral and written communication skills -Ability to present information in a clear and persuasive manner -Strong interpersonal skills and ability to build and maintain relationships across diverse demographic groups -Fluency in Spanish is highly desired
Organizational Relationship	<p>Position Summary:</p> <p>Under the direction of the Program Manager/Sr. Program Manager, the Program Coordinator will work to advance the Latino Coalition for a Healthy California's mission to advance and protect Latino Health in California. Specific responsibilities for the Program Coordinator include:</p> <ul style="list-style-type: none"> -Implement grant deliverables for community programs, including Health Ambassador Leadership Program and Salud con dignidad/Health with Dignity Program -Manage relationships with community partners and coalitions -Coordinate events and regional trainings for community members and partner organizations
Physical Demands	<ul style="list-style-type: none"> -Sitting, walking, and listening for up to 4-5 hours per day -Computer keyboarding an average of 3-4 hours per day. -Office space in downtown Sacramento
Work Environment	<p>Occasional travel by ground or air to Los Angeles and Central Valley regions; ability to drive between various locations on a regular basis.</p>
Compensation and Benefits	<p>\$20-24/hour (DOE). LCHC offers a generous benefits package including employer paid medical, dental and vision coverage, 403(b) retirement plan with employer match, life and disability insurance, and flexible spending account options, paid holidays and vacation. In addition, LCHC provides professional development and the opportunity to contribute to a mission-driven organization.</p>
Equal Opportunity Employer	<p>The Latino Coalition for a Healthy California, a project of the Tides Center, is an equal opportunity employer. We strongly encourage and seek applications from women, people of color, including bilingual and bicultural individuals, as well as members of the Lesbian, Gay, Bisexual and Transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, medical condition (cancer-related) or the conditions Acquired Immune Deficiency Syndrome (AIDS) and AIDS Related Conditions (ARC). Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.</p>
How to Apply	<p>Interested candidates, please e-mail your cover letter and resume with job title in the subject line to: lchc@lchc.org. Candidates selected for interview will be required to submit a short writing sample (3-5 pages) and 3 references. Interviews will begin immediately and position will be open until filled.</p>