



Program Coordinator Job Announcement

Do you wish to increase access to healthcare and build stronger local healthcare systems across Santa Cruz County and neighboring counties? Do you aspire to be part of a dynamic team focused on generating enduring, sustainable, and equitable outcomes related to substance use along the Central Coastal Region? If so, apply for the Program Coordinator role that has opened at the Health Improvement Partnership of Santa Cruz County (HIP)!

As a catalyst for equity, the Program Coordinator will focus on being a key contributor toward the success and progress of SafeRx Santa Cruz County (SafeRx) - a local overdose and substance use prevention coalition. Some duties and responsibilities for this role include:

Core Functions:

- Coordinate the pursuit of grant funding, planning, and implementing programs and services that advance health equity in Santa Cruz County and neighboring counties.
- Envision, coordinate, and facilitate learning sessions, convenings, and/or webinars on a wide spectrum of health and well-being topics, using youth, young adult, and/or adult learning theory (as appropriate) and evidence-based communication practices.
- Perform grant management tasks to ensure compliance with grant requirements, request for proposals, deliverables, and reports are submitted according to funder deadline(s) in collaboration with the team.
- Supervise, mentor, and delegate tasks to student interns and AmeriCorps VISTAs as appropriate.
- Support and regularly attend core HIP convenings, including, but not limited to, bi-weekly HIP staff meetings, HIP Council, the HIP Annual Community Forum, and the HIP Annual Board Meeting.
- Apply Quality Improvement, Human Centered Design, Antiracism, and Trauma-Informed mindsets and methods to approach problem-solving on individual tasks.

Assigned Programs:

- Contribute to SafeRx's programmatic visioning, design, development, and sustainability efforts.
- Work collaboratively with SafeRx team members on coalition efforts, which include, but are not limited to: program planning, grant writing, advancing multiple coalition initiatives, fulfilling complex grant requirements, reporting and deliverables, collaborating with local and regional partners, and managing multiple timelines.
- Serve as a key member-contributor to the SafeRx coalition programmatic team, activities, collaboratives, convenings, learning sessions, webinars, and electronic newsletters.
- Assist with and contribute to the development and dissemination of both clinical and non-clinical/community adult and/or youth SUD, MAT, substance use prevention, and harm reduction education, curricula, presentations, and materials.
- Staying abreast of health policies, issues, guidelines, evidence-based strategies, and best practices in the field in relation to SafeRx's work.

Qualifications:

- Minimum education: Bachelor's degree **or** commensurate years of experience in Public Health, Public Policy, Public Administration, Nursing, Social Work, or a related field preferred (3-4 years).
- Minimum two to five years of project coordination experience working in the areas of SUD, mental/behavioral health, harm reduction, stigma reduction, substance use prevention, adult and youth education, and/**or** an equivalent combination of graduate education and experience.
 - Individuals with lived experience in substance use prevention and/or recovery or with behavioral health systems of care (delivery or service receipt) are highly desirable.
- Experience working in a multi-disciplinary, cross-cultural healthcare work environment.
- Experience with stakeholder management, engagement, and coalition building.
- Knowledge of healthcare entities, community-based organizations, and social service organizations in Santa Cruz County.
- Advanced skills in Microsoft Office and G-Suite, including Excel.
- Proficiency in utilizing virtual meeting platforms like Zoom (meeting, webinar, etc.).
- Some knowledge of visual design and marketing to support the development of program materials (i.e., Wix, SurveyMonkey, MailChimp, etc.).
- Demonstrated competency with project analysis, reporting, and presentations.
- Proven ability to manage multiple projects and work on a collaborative team.
- Professional writing skills in English.
- Event planning and organizing experience.
- Reliable automobile transportation and willingness to travel in and out of Santa Cruz County several times a year.

Compensation and Classification

To continue our commitment to equity – and because we understand that salary negotiations inherently have an unfair bias – we do not participate in a salary negotiation process for candidates. The Program Coordinator role corresponds to level 1A, **with a full-time yearly salary of \$61,000 (\$29.33 per hour)**. **Salaries for partial FTEs will be adjusted based on FTE level.** On the first year of employment, full-time staff members accrue 21 days of PTO (allocation is prorated for part-time employees). This position will report to HIP's Programs Director. Candidates must be authorized to work for any US employer. Unfortunately, we are unable to support visa sponsorship at this time.

This is a part-time 0.65-0.75 FTE (26-30 hours/week) position. As noted above, the yearly salary is to be adjusted accordingly. Candidates must live or be willing to relocate within a 150-mile radius of Santa Cruz County.

How to Apply:

HIP promotes a fully inclusive, equitable, trauma-informed, human-centered, and anti-racist organization that supports all levels of its staff and partners to have a significant role and responsibility in developing and implementing best practices to advance health innovation and equity. We seek applicants who have demonstrated awareness and commitment to equity, anti-racism, trauma-informed approaches, and increasing access to care. **Interested candidates should submit their resume and cover letter with "Program Coordinator Application" in the subject to srdivirgilio@hipscc.org.** The initial review of candidates will begin in late August, and the posting will close when filled.

Please note that we do not offer informational interviews for active recruitments. We kindly ask that interested candidates do not email staff members directly or call our office.