



# California Health Collaborative

## FULL-TIME (1.0 FTE) COMMUNITY ENGAGEMENT COORDINATOR

The California Health Collaborative is recruiting One Full-Time Community Engagement Coordinator to work for the Smoke Free North Coast project.

Under general direction of the Project Director, the Community Engagement Coordinator (CEC) supports the planning, implementation and evaluation activities of the Smoke Free North Coast Project. The CEC will serve as lead contact for the Lake and Mendocino County region. The CEC will coordinate program activities, oversee general communications, gauge political temperature for local policy adoption, and support community norm change around tobacco use and control.

### ESSENTIAL DUTIES

1. Consults with the Project Director relative to planning, policy and program direction.
2. Responsible for providing intervention activities to reduce/prevent use of tobacco and reduce tobacco related health disparities in Lake and Mendocino Counties. The CEC will represent the program at all community and educational-based community events and activities.
3. Provides support in the development of functional program work plans, which are intended to direct program activities in the achievement of program goals and objectives.
4. Participates in ongoing process and outcome evaluation.
5. With the support of the Communications Specialist, assists with plans and logistics for all program meetings and educational presentations.
6. Develops and conducts presentations and trainings for groups and one-on-one meetings with key decision makers, community leaders and community partners.
7. Develops and nurtures collaborative relationships with partners including community-based organizations, community groups, hospitals and clinics, community leaders, and community members.
8. Represents the California Health Collaborative at meetings with committees, community agencies, care providers and related entities, and facilitates inter-agency linkages, communication and collaboration.

## QUALIFICATION REQUIREMENTS

1. Applicant must live in Lake or Mendocino County and have a good understanding of the political dynamics of the community including familiarity with local history, organizations and agencies, and systems in place.
2. Ability to work independently, self-starter who is also willing and eager to work collaboratively as a part of a broader team.
3. Comfortable with public speaking.

## EDUCATION AND/OR EXPERIENCE

Education and experience requirements are: Bachelor's degree in Public Health, Social Work or a related field and a minimum two years' experience working in the geographical region of Lake and Mendocino County with an understanding of the political atmosphere and the community's social norms.

A valid California Driver's License and proof of insurance is required.

If interested, please submit your resume and cover letter by 5:00 p.m. Monday, August 31, 2020.

EOE