



Job Title: Community Engagement Coordinator
Agency: California Health Collaborative
Salary: \$23-\$25 per hour
Location: Hybrid / Butte and Glenn Counties
Hours per Week: 40
Time Type: Full-Time
Exempt: No
Effective Date: May 1st, 2025

DESCRIPTION

This position is funded through 6/30/2028 under contract with the CA Tobacco Prevention Program. Preference will be given to candidates that live in Butte or Glenn Counties. Under general direction from the Project Director, the Community Engagement Coordinator (CEC) supports the planning, implementation and evaluation activities of the Si Se Puede Project. Si Se Puede is a North Valley regional tobacco control program tasked with reducing tobacco related health disparities and improving health equity among Hispanic/Latinos in the region.

In collaboration with other staff members, this position will assist with community engagement activities for tobacco control policy goals that include establishing a tobacco retailer license policy.

ESSENTIAL DUTIES

1. Consults with the Project Director on planning, policy, and program direction, and supports the development of program work plans, ensuring they incorporate culturally relevant strategies for engaging the Hispanic/Latino population.
2. Leads intervention activities to reduce tobacco use and health disparities among Hispanic/Latino communities by providing tobacco-related training for community partners and interns and by conducting presentations to local organizations (e.g., chambers of commerce, neighborhood associations, community service clubs).
3. Represents the program at community and educational events in Gridley and Orland and facilitates collaboration and communication with committees, community agencies, care providers, and other stakeholders.
4. Assists with ongoing process and outcome evaluations, including conducting interviews and collecting public opinion data.
5. Collaborates with project staff in the development of educational materials and messaging (e.g., fact sheets, infographics, newsletters, and social media posts).



EDUCATION AND/OR EXPERIENCE

Education and experience requirements include: a bachelor's degree in public health, social work or a related field and a minimum of one year experience working with youth and families in a culturally diverse setting – **OR** – A combination of work experience and education, indicating an ability to fulfill the requirements of the position. One year's related experience may be substituted for each year of college credit. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

LANGUAGE SKILLS

Ability to read, analyze and interpret technical procedures, procedure manuals, government regulations, technical articles, and general business periodicals. Ability to write in an effective, concise manner. Ability to effectively present information to groups of various backgrounds and respond to questions. Bilingual language skills in Spanish are preferred.

REASONING ABILITY

Ability to work independently, exercise initiative and good judgment, solve practical problems and deal with a variety of variables in situations where only limited or no standardization exists, and interpret a variety of instructions furnished in written, oral, diagram or schedule form. Ability to create safe and inclusive spaces for all participants.

OTHER KNOWLEDGE/SKILL/ABILITIES

Ability to make effective presentations to both professional groups and the public in English or Spanish. Ability to communicate effectively in both written and oral form. Ability to travel and, if necessary, attend out-of-town meetings or conferences which could require overnight travel.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Implementation of some program activities will require working in outdoor recreational settings.

If interested, please submit your **resume and cover letter** to HR@healthcollaborative.org and **by 5:00 p.m. on April 25th, 2025**