

## Youth Engagement Project Coordinator

The California School-Based Health Alliance (CSHA) is seeking a Project Coordinator for our statewide work providing support and training to school-based health centers (SBHCs) to enhance their sustainability and improve the scope and quality of their services. This position is focused both on helping lead CSHA's internal youth development program, the Youth Board, and also on helping promote youth engagement activities throughout the field, among other projects.

CSHA is the leading voice in California for the movement to put health care where kids are—in school. We are committed to school-based health as a strategy for increasing health equity and reducing educational disparities. We are also committed to developing school-based health practices that go beyond traditional medical care and incorporate public health approaches to changing the social determinants of health. We are advancing school-based health by:

1. Advocating for public policies that enable SBHCs to become a sustainable part of the health care and education systems.
2. Expanding and improving programs and practices among SBHCs and other school health service models.
3. Raising support and awareness of SBHCs through strategic communications.

Please review our website to learn more about our work: [www.schoolhealthcenters.org](http://www.schoolhealthcenters.org).

We have 10 staff members in our downtown Oakland office and one consultant in Fresno, most working remotely at present. We work closely with partners in regions across California and with our national organization in Washington, D.C. We have an inclusive and open work environment dedicated to continual learning and improvement.

### JOB DESCRIPTION

The Project Coordinator will be responsible for supporting CSHA's work to ensure that a growing number of California students, particularly those in low-income communities of color, have access to the high-quality, age-appropriate health care services they need to succeed in school and in life. CSHA is continually developing new areas of work. As such, the Project Coordinator should expect to work on different issues or projects over time and may play a role in shaping those projects. The Project Coordinator will be expected to function independently day to day and exercise independent judgement and oversight over their projects and program areas. Current focus areas for this position include the following:

#### Youth Board:

- Recruits CSHA Youth Board members statewide.
- Implements Youth Board connection, planning, training and other activities.
- Coordinates with CSHA staff to train and support Youth Board members.
- Serves as liaison between the Youth Board and CSHA Board and Staff.
- Helps to guide areas for youth voice and choice at CSHA.
- Ensures Youth Board members receive appropriate support and mentorship.
- Helps identify and support annual service learning projects for Youth Board members that connect to CSHA mission and work.

#### Tobacco Prevention Project:

- Coordinates a statewide project to support the implementation of tobacco-use prevention education, intervention, and cessation activities in SBHCs.

- Helps identify and spread best tobacco prevention practices among SBHCs, through school health provider training.
- Creates and disseminates tools, materials, curricula and social media related to tobacco prevention and cessation.
- Works with Policy Director and others to advocate locally and statewide for non-punitive approaches to student use of tobacco and vaping.

#### **Youth Engagement in SBHCs:**

- Works with Director of Programs to develop workplan, timeline, and outcomes for youth engagement projects.
- Coordinates with SBHC coordinators to convene trainings and meetings for SBHC youth advisory boards, including Youth2Youth conference.
- Trains and provides technical assistance to adult facilitators and health educators to implement youth programming.
- Coordinates with school district staff and community organizations to identify local and statewide health advocacy opportunities for youth.
- Produces resources (curricula, outreach materials, resource lists, etc.) to assist SBHCs with youth engagement.

#### **Organization Wide:**

- Plays an active role in annual conference planning.
- Serves as content expert for field training and technical assistance.
- Actively and productively participates in CSHA staff meetings and activities.
- Actively and productively contributes to CSHA anti-racism efforts.

#### **QUALIFICATIONS**

The requirements listed below are representative of the knowledge, skills, and/or abilities needed for this position:

- Familiarity with youth development, empowerment, and leadership models.
- At least 2 years' experience working in youth development or adolescent health field.
- Experience working in or with school-based health centers strongly preferred.
- Experience providing trainings and developing curricula or educational materials.
- Excellent written, interpersonal, and verbal communication skills.
- Excellent analytical and organizational skills.
- Ability to travel, including overnights, and to work evening or weekend hours as needed.
- Bachelor's degree in public health, social work, public policy, or related field is preferred.

Salary range is \$50-55k dependent on experience. This is a full-time non-exempt position based remotely for now, eventually in Oakland. We offer a competitive benefit package.

Interested candidates are invited to submit a resume, thoughtful cover letter, and writing sample to [jobs@schoolhealthcenters.org](mailto:jobs@schoolhealthcenters.org). **Please use subject line:** Project Coordinator August 2020. We will begin reviewing applications on a rolling basis, and the position will be open until filled.

*The California School-Based Health Alliance is an equal opportunity employer that actively pursues and hires a diverse workforce. All qualified applicants will receive consideration for employment without regard to age, ancestry, color, disability (mental or physical), gender identity or expression, genetic information, marital status, medical condition, military veteran status, national origin, political affiliation, pregnancy, race, religion or creed, sex, sexual orientation, or any other factor that is not related to the job.*