



Program Manager - Mental Health Initiatives Job Description

Application Deadline	January 16, 2023 (Application review starts immediately and interviews will be conducted on a rolling basis until the position is filled)
Target start date	February 2, 2023
Salary	\$60,000 - \$70,000
Benefits	Medical, dental & vision coverage, and a 403(b) plan with employer match. California Black Women's Health Project (CABWHP) employees are eligible for generous paid vacation, sick time, 10 paid holidays per year and a flexible work environment. In addition, CABWHP offers an array of intangible benefits such as a highly collaborative environment, mental health days, family-friendly environment, schedule flexibility, professional development and leadership training opportunities.
Hours	Full-time/Exempt. California Black Women's Health Project has a flexible work environment. At the same time, some evening and weekend hours are required to fulfill the duties of this position.
Location	California Black Women's Health Project is a statewide serving organization headquartered in Inglewood, California. Currently, this position is a hybrid work-from-home and in-office position. All California-based candidates are encouraged to apply, with additional consideration being given to candidates who reside in Alameda County/the greater Bay Area. This position requires ongoing statewide travel and any interested candidate should have the ability and flexibility to travel throughout the state as needed.

Organization Profile:

Founded in 1994, California Black Women's Health Project is the only statewide, non-profit organization solely committed to improving the health of California's 1.2 million Black women and girls through advocacy, education, outreach and policy. We focus on empowering Black women to take personal responsibility for our own health and to advocate for changes in policies that negatively affect Black women's health status.

We are unapologetic about advocating on the premise of intrinsic value in the history and heritage of Black women, employing culturally competent interventions that are relevant, appropriate and effective. When recruiting new team members to join CABWHP, our ideal candidates are passionate about Black women, our health and wellness, and our families and communities. To learn more about CABWHP's meaningful work related to this role: visit the [CABWHP website](#), [Sisters Mentally Mobilized](#), and our current [Mental Health Portfolio](#).

OUR GUIDING VALUES

EQUITY:

In opportunities, access, and resources – (ensuring that Black women and girls are never overlooked in their pursuit of quality health and wellness by the systems of health and wellness care)

EMPOWERMENT:

Emphasizing individual responsibility and interpersonal support via a Sister Circle model, we empower Black women and girls to improve their health and wellness using a proactive approach

BLACK WOMEN CENTERED:

We are unapologetic about advocating on the premise of intrinsic value in the history and heritage of Black women, employing culturally competent interventions that are relevant, appropriate and effective.

CHANGE:

We operate as a lever for change in community conditions, health disparities, individual behaviors & policies that impact health and wellness.

COLLABORATION:

100% of programming efforts are centered on partnership and a fundamental belief that collective engagement is essential to effective prevention and early intervention.



Position Summary:

The Mental Health Initiatives Program Manager is the internal and external mental health thought leader for California Black Women's Health Project. Reporting to the CEO, the Mental Health Initiatives Program Manager is responsible for overseeing the strategic direction and implementation of CABWHP's portfolio of mental health related programs and initiatives. This role requires a leader with firsthand knowledge of the lived experiences of Black women and an experienced understanding of the social determinants of health impacting Black women, girls, and communities.

California Black Women's Health Project is looking for a candidate and team member who is highly motivated and capable of self-direction, collaborative, adaptable to working in a dynamic environment with shifting demands and priorities, and highly skilled in program planning, development and execution.

Key Position Responsibilities:

Sisters Mentally Mobilized Program

- Under the direction and guidance of the CEO and Director of Strategy and Evaluation, coordinate and oversee the statewide implementation of CABWHP's Sisters Mentally Mobilized (SMM) program initiative funded by the California Department of Public Health-Office of Health Equity California Reducing Disparities Project. Lead responsibilities and accountabilities include:



- *Attending and representing CABWHP in all meetings, trainings, retreats, and special convenings related to the Sisters Mentally Mobilized program initiative*
- *SMM program administration, operations, and funder reporting*
- *Fiduciary management of the SMM program budget and related resources*
- *Program design, facilitation, and curriculum development*
- *Community and organizational partnership and resource development*
- *Alumni program capacity building, mobilization management, and engagement support*
- *Coordination and alignment with CABWHP's Sacramento Engagement Project and other regional mental health initiatives*

Community Outreach, Education, and Engagement

- Establish mutually beneficial working partnerships and programmatic MOU relationships with community-based organizations (CBOs), service providers, and other key stakeholders in and beyond CABWHP's key statewide regions
- Establish working partnerships with university-based mental health, public health, and social work programs
- Promote and increase the visibility of CABWHP's mental health portfolio through participation in panel presentations, community events, educational townhalls, conferences, and workshops
- Expand the development of CABWHP's broader portfolio of community-mental health outreach, education, advocacy, and policy initiatives and projects

Additional Responsibilities

- Monitor and provide quarterly community updates on the implementation of the Mental Health Services Act in CABWHP's key regions: Los Angeles County, Alameda County/Bay Area, Riverside County, San Bernardino County, and Sacramento County
- Create an organizational calendar and attend key monthly County Behavioral Health Commission and related mental health committee meetings taking place throughout CABWHP's key regions
- Work in partnership with the CABWHP Grants Manager to craft the organization's mental health focused narrative and content for inclusion in grant proposals, sponsorship requests, and other funding and resource procurement opportunities that arise

Candidate Requirements:

- Bachelor's degree in mental health, public health, social sciences, women's studies, education, or other liberal arts related programs highly desirable. Directly related and relevant work experience can be substituted for the educational requirement
- Demonstrated volunteer/working experience in the nonprofit field providing culturally-specific and responsive services/programming targeted to Black women/Black communities
- Experience with successfully facilitating trainings, workshops, and circles (e.g. restorative justice circles, wellness circles, grief circles, sister circles, etc...)



- Knowledge and experience in public and mental health programming, advocacy, and policy highly desired, with a particular focus on the mental health and wellness landscape for Black women in America
- Stellar written and verbal communication skills
- Strong emotional intelligence and interpersonal capacities
- Ability to work independently, interdependently, and collaboratively
- Excellent project management, multitasking, and decision-making skills
- High level of proficiency in the Microsoft Office Suite and facility with learning new technological platforms and programs

Application Instructions:

To apply for this position, please submit a cover letter, writing sample and resume to wellwoman@cabwhp.org with the subject line “**First Name, Last Name, Position Title**”. Applications are due January 16, 2023. Application review starts immediately and interviews will be conducted on a rolling basis until the position is filled. CABWHP is an Equal Opportunity Employer and encourages candidates of all backgrounds to apply for this position.