

CALIFORNIA BLACK WOMEN'S HEALTH PROJECT (CABWHP)



PROGRAM COORDINATOR – MENTAL HEALTH INITIATIVES

Reports To: Director of Mental Health Initiatives; Northern California Program Manager

Status: Contract-to-hire | Full-Time

Location: Onsite Hybrid | The ideal candidate will be based in Oakland or the greater Bay Area and familiar with the local community landscape. This role requires regular in-person engagement within the region and monthly statewide travel.

Salary: \$60,000–\$65,000/year (DOE)

Benefits for All Team Members: CABWHP offers an array of intangible benefits such as a highly collaborative environment, family-friendly environment, schedule flexibility, professional development, and leadership training opportunities.

Benefits for Staff Employees: Medical, dental & vision coverage; paid vacation, sick time, 10 paid holidays per year.

About CABWHP

Founded in 1994, CABWHP is the only statewide nonprofit solely committed to improving the health of California's 1.2M Black women and girls through advocacy, education, outreach, and policy. We are unapologetically Black women-centered, culturally responsive, and equity-driven.

Position Summary:

The Program Coordinator – Mental Health Initiatives supports the design, coordination, and day-to-day implementation of CABWHP's community-defined mental health programs (e.g., Sisters Mentally Mobilized - Advocate Training Program *SMM - ATP* and Gen Z Speaks Wellness) with a clear mandate to advance the Three S's framework: Sustainability, Scalability, and Systems Transformation. The ideal Program Coordinator is a detail-oriented, strong doer who keeps projects moving, data organized, partners engaged, and deliverables on time—while centering Black women's experiences and wellness.

Key Responsibilities:

A. Program Operations & Coordination (General)

- Coordinate calendars, logistics, materials, venues/virtual platforms, and travel for training, circles, and convenings.
- Track workplans, timelines, and deliverables using project planning platform, Monday.com; prep agendas, notes, and action items.
- Support contracting, stipends, and reimbursements; submit invoices/receipts and maintain organized records.
- Maintain program files, MOUs, and compliance documentation in shared drives; support audit-readiness.

- Assist with communications/outreach: event flyers, participant emails, resource updates, post-event recaps.
- Responsible for all coordination needs across Northern California.

B. Sustainability (Build to Last)

- Capacity & Stability: Maintain program standard operating procedures, facilitator rosters, and onboarding kits; coordinate staff/volunteer training schedules.
- Data Sovereignty: Support community-owned data practices—collect consent, manage secure data entry, maintain codebooks, and prep clean datasets for evaluation.
- Diversified Funding: Track and apply for public sector, philanthropic, and corporate grant and funding opportunities (MHSA, CYBHI, SAMHSA). Track outputs/outcomes for grants; compile program stats, stories, and quotes for proposals and reports.
- Staff Pipeline & Well-Being: Coordinate facilitator training, peer support sessions, and wellness check-ins; manage calendars for PD/coaching.
- Continuous Learning: Organize after-action reviews; document lessons learned and iterate checklists and toolkits.
- Build the Base: Keep a Customer Relationship Management /partner list current; schedule touch points with champions and community partners.

C. Scalability (Grow with Fidelity)

- Define & Cost Scale: Maintain simple cost-of-delivery sheets (per cohort/county); update staffing/infrastructure needs.
- Evidence & Outcomes: Coordinate pre/post surveys, attendance, and fidelity checklists; prepare dashboard snapshots for leadership.
- Invest in Community: Schedule facilitator trainings, mentorships, and community education opportunities
- Codify Practice (“Secret Sauce”): Help draft, format, and version control facilitator guides, toolkits, and slide decks.
- Scale Storytelling & Expertise: Gather case studies, media permissions, and short impact summaries for web, social, and funders.

D. Systems Transformation (Shape the Landscape)

- Amplify Solutions: Coordinate presentations and materials for county BH boards, conferences, and coalitions; manage submission deadlines.
- Validate CDEPs: Organize evaluation briefs; package local and statewide findings for policymakers and philanthropy.
- Data Governance: Keep templates Memorandum of Understandings, contractor deliverables and data collection requirements updated; track where data is shared and how it’s governed.
- Coalition Building & Visibility: Maintain a calendar of key meetings (e.g. MHSA, CYBHI); ensure CABWHP presence and follow-ups.

Key Deliverables & Timelines (Illustrative)

- Quarterly: Program dashboard (participation, outcomes, fidelity), lessons-learned brief, partner contact refresh.
- Bi-Monthly: Facilitator training/mentorship sessions coordinated and documented.
- Per Cohort: Complete logistics plan, fidelity checklist, pre/post data packet, and close-out summary.
- Annually: Updated facilitator guide/toolkit; cost-of-scale refresh; list of policy/visibility touch points reached.

Minimum Qualifications

- Bachelor's degree (public/mental health, social sciences, women's studies) or 4+ years relevant coordination experience.
- 2+ years in community-based programs (preferably mental health/behavioral health); experience with Black women-centered or culturally responsive work strongly preferred.
- Strong project coordination skills; comfort with Google Workspace, Microsoft 365, and project tools (e.g., Monday.com).
- Competence in basic data tasks (surveys, attendance, exports, simple dashboards); detail-oriented record keeping.
- Excellent written/verbal communication; reliable follow-through
- Ability to work evenings/weekends as needed.
- Reliable transportation - auto & driver's license required
- Frequent travel in Northern California; Monthly travel to Southern California

Preferred Qualifications

- Experience with the California Reducing Disparities Project (CRDP), Mental Health Services Act (MHSA), or county behavioral health systems.
- Familiarity with the basics of qualitative and quantitative data collection, analysis, and implementation integrity
- Knowledge and facility with graphic design programs (i.e. Canva, Adobe Illustrator) for the purposes of creating presentations, infographics, fact sheets, etc.

Work Environment & Culture

- Hybrid role with statewide travel for events/trainings.
- Trauma-informed, healing-centered, Black women-led culture; commitment to equity, wellness, and community care.

To Apply

Send a resume, cover letter, and short writing sample to wellwoman@cabwhp.org **by Monday, November 17th** with subject: "Program Coordinator – Mental Health Initiatives – [Your Name]".