



## Program Manager - Mental Health Initiatives Job Description

Application Deadline	January 15, 2023 (Application review starts immediately and interviews will be conducted on a rolling basis until the position is filled)
Target start date	January 2023
Salary	\$60,000 - \$65,000
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. Flexible work environment and occasional evening and weekend hours may be required to fulfill the duties of this position.
Location	This is a hybrid in-office remote position based at CABWHP's headquarters in Inglewood, California. Statewide travel is required for this position.

### **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

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### **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)

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### **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

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### **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.

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### **CHANGE:**

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

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### **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:**

Working under the supervision of the CEO and the guidance of the Northern California Program Director, the Mental Health Initiatives Program Manager will be responsible for overseeing the strategic direction and implementation of CABWHP's portfolio of mental health and wellness programs and initiatives. Knowledge or familiarity with mental health services delivery, mental health advocacy, and mental health policy development is a key requirement for this position.

We are seeking a candidate who is both visionary and pragmatic, a thinker and a doer, an independent self-starter and highly collaborative team player, and someone who is comfortable leading and following. We seek a Program Manager - Mental Health/Wellness who is both a horizontal (community-centered) and vertical (system-informed) social justice advocate, and who is skilled in planning and execution.

The Program Manager - Mental Health Initiatives will be a key external face of CABWHP in the community statewide. They must exhibit leadership, knowledge and understanding as it relates to the field of Mental Health and Wellness from a Black women centered lens.

Qualified candidates must be highly motivated, capable of self-direction, amenable to shared leadership and able to work collaboratively in a teamwork capacity. Candidates must be tech savvy and detail-oriented with a passion for data. Finally, candidates must exhibit a keen sense of responsibility and enjoy working in a growing and dynamic environment with multiple demands and shifting priorities.



## **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*

### **Additional Program Development and Implementation**

- Expand the development of CABWHP's broader portfolio of community-mental health outreach, education, advocacy, and policy initiatives and projects
- 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
- Attend and create an organizational calendar of key monthly County Behavioral Health Commission and related mental health committee meetings taking place throughout CABWHP's key regions
- In collaboration with the Director of Communications and Marketing, lead the development and ongoing updating of a culturally relevant and responsive web-based mental health providers list and resource guide for each of CABWHP's key regions
- Under the guidance of the CEO, and in partnership with the Grants Manager, take the lead in crafting 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



## 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

## Staff and Volunteer Management

- Provide co-supervision, guidance, and workflow delegation to the shared Program Administrative Coordinator in their capacity providing program and administrative support to the Sisters Mentally Mobilized program
- Train, recruit, and organize SMM alumni and other organizational volunteers to participate in and represent CABWHP in mental health focused conferences, workshops, and community events

## **Candidate Requirements:**

- Bachelor's degree in mental health, public health, social sciences, women's studies, education, or other liberal arts related programs. Ten demonstrated and verifiable years of directly related and relevant experience can be substituted for the educational requirement
- 5+ years of 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](mailto:wellwoman@cabwhp.org) with the subject line "**First Name, Last Name, Position Title**". Applications are due January 15, 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.