Program Coordinator Job Description

Application Deadline  September 7, 2021 (Application review starts immediately and interviews will be conducted on a rolling basis until the position is filled)

Target start date  September 2021

Salary  $20-25 per hour depending on experience

Benefits  Limited monthly healthcare stipend and communications reimbursement. California Black Women’s Health Project (CABWHP) also 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  Part-time/Non-exempt. Flexible work environment and occasional evening and weekend hours may be required to fulfill the duties of this position.

Location  Currently remote but the candidate must live in Sacramento County. Some travel may be required for all-staff retreats.

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: visit our website, the Black Birth Worker’s Business Toolkit, and our Mental Health Toolkit.
Position Summary:

Working under the supervision of the Northern CA Program Director, the Program Coordinator will be responsible for assisting with planning and coordination of CABWHP programs and supporting program growth and development of the Sisters Mentally Mobilized Sacramento Engagement Project. This position is based in Sacramento County. The part-time role is funded for a period of 1 year with the possibility of extending beyond 1 year based on funding opportunities.

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

The Program Coordinator should be motivated to gain new leadership skills and grow with the organization. They must have a passion for 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:**

**Program Coordination (65%)**
- Serve as a central point of contact between internal and external stakeholders on day-to-day programmatic, operational, and administrative matters; assists with meetings, events, special projects, and/or general problem resolution.
- Coordinate staff and program planning meetings, facilitate note-taking and proper documentation.
- Create presentations, summaries and other support materials to ensure better communication and organization-wide understanding of key programs.
- Attend workshops, community events and conferences to maintain current knowledge of CABWHP program areas, locally and statewide, as directed by the CEO.
- Assist with the evaluation of work and the measurement of success and impact of CABWHP’s key program activities, including policy and advocacy work.
- Assist with the budget process and coordinate with the CEO and other internal and external stakeholders to ensure program resources are applied efficiently and effectively.

**Administrative Support (35%)**
- Provide specialized administrative support in the development, implementation, and marketing of CABWHP’s key programs such as Sisters Mentally Mobilized.
- Performs clerical and administrative support tasks, including creation, typing, and editing of program correspondence, purchasing documents, grant reports, program handbooks, program toolkits and other publications.
- May assist with grant and/or proposal writing as appropriate to the objectives and funding nature of key programs; may participate in other fundraising activities or events.

**Candidate Requirements:**
- BA degree and/or 2+ years relevant experience required.
- Detail-oriented, proactive problem solver.
- Strong project management, organizational, and clerical skills.
- Excellent written and verbal communication skills.
- Understanding of report writing, bookkeeping, and budgeting.
- Self-starter who is capable of working independently with minimal supervision.
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 September 7, 2021. 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.