POSITION DESCRIPTION

POSITION TITLE: Program Coordinator
LOCATION: San Diego
DEPARTMENT: Housing, Recovery Residence Association
REPORTS TO: RRA San Diego Program Manager
SUPERVISES: Project Assistant, Interns
FLSA STATUS: Non-Exempt

Community Health Improvement Partners (CHIP) is a registered 501(c)(3) nonprofit organization that serves as a leader in employing innovative, collaborative solutions for addressing critical community health issues across California. CHIP works to assess community health needs, engage stakeholders, and advocate to help create policy, systems and environmental changes that reduce health disparities. CHIP’s vision is for everyone to have the opportunity to achieve optimal health and well-being. To learn more about CHIP, visit: www.sdchip.org.

POSITION SUMMARY
CHIP is currently seeking a full-time Program Coordinator for our Recovery Residence Association of San Diego’s program (https://rrasd.org/). The primary responsibility of this position is to serve as support for the implementation of tactical plans, and to actively support the core values, vision, and mission of the RRA San Diego program and CHIP.

CORE COMPETENCIES REQUIRED

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<th>Experience</th>
<th>Organization/Planning</th>
<th>Adaptability</th>
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<td>Communication-Oral/Written</td>
<td>Tenacity</td>
<td>Time Management Skills</td>
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ESSENTIAL DUTIES AND RESPONSIBILITIES
Administration (55%)

- Provide operational support to Program Manager and Vice President of Housing
- Assist Program Manager and staff with the development of grant proposals, creation of event budgets and progress reports as requested
• Develop and publish meeting minutes for Work Team meetings and Outcomes Measurement Group Meetings
• Update and maintain global contact distribution lists and membership lists
• Organize and track association membership and membership requirements
• Lead logistical activities for assigned program meetings and trainings by providing venue, refreshments, setting up meeting rooms, and preparing equipment, etc.
• Schedule and maintain appointments for RRA Program, Program Manager and Vice President of Housing in Microsoft Office calendar(s)
• Provide basic data entry and database management support, to support the ongoing RRA evaluation process
• Support the Program Manager to identify and coordinate speakers and trainers for presentations and business development courses
• Manage inventory and order supplies for program operations and events by creating pre-authorizations and check requests, as needed
• Create and collate program materials and event registration documents
• Provide support and attend CHIP events and activities
• Serve as primary contact for general public inquiries regarding CHIP RRA program

Program Development/Community Relations (30%)
• Lead Peer Review and Accountability Team (PRAT) recruitment, training efforts and co-facilitate meetings when necessary
• Lead Recovery Residence Member inspections and track related expenses
• Identify local business resources and information to develop RRA Member Incentives Program
• Research and identify community outreach events, as needed
• Respond to requests and complaints from RRA members, operators and residents (consumers)
• Present RRA program information to community members, as requested
• Represent the RRA at community meetings and events
• Assist with RRA program development and strategic planning

Program Marketing (10%)
• Update RRA website and other online platforms to promote and share program work
• Design and coordinate the production and delivery of program marketing and collateral materials including but not limited to event flyers, online registrations and social media
• Take pictures at events to support the CHIP marketing
• Develop content for the RRA newsletter and social media presence
• Other duties as assigned

Managing (5%)
• Manage and train interns in respective department and Project Assistant (if necessary)
• Assist Program Manager and Vice President of Housing with program monthly reporting (as needed)
• Support Program Manager and Vice President of Housing with program budget oversight and management

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WORK ENVIRONMENT AND PHYSICAL DEMANDS
The physical demands/conditions described below are representative of those that must be met/tolerated by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- Sitting at a desk for sometimes long and continuous periods of time
- Answering or making calls on the telephone for sometimes long and continuous periods of time
- Using a keyboard to perform research, and to communicate through written means for sometimes long and continuous periods of time
- Looking at a computer monitor for sometimes long and continuous periods of time
- Occasionally standing, walking, reaching, and stooping
- Lifting up to 30 lbs.
- Exposure to low to moderate noise level

QUALIFICATIONS
Incumbents must demonstrate the ability to follow policies and procedures as established in the Community Health Improvement Partners Employee Handbook. Incumbents will also contribute to a positive work environment by behaving and communicating in a manner such that they get along with all constituent groups, co-workers, and management. In addition, the education, experience, and other skills listed below are representative of the knowledge, skills, and/or abilities required.

EDUCATION
- Bachelor’s Degree in Public Health, Administration or related field is preferred

WORK EXPERIENCE
- 3 years’ experience in an administrative/coordinator or similarly situated role is required
- Ability to work on multiple projects, juggle rapidly changing priorities and settings, meet deadlines and anticipate project/programmatic needs
- Excellent written and oral communication skills
- Ability to develop and manage communications (e.g., electronic, written, verbal)
- Excellent interpersonal skills

KEY SKILLS SET
- Ability to speak and write in Spanish fluently is preferred
- Excellent interpersonal skills
- Understanding of internal and external policies
- Excellent written and oral communication skills
- Knowledge in website management and social media (Facebook, Twitter, YouTube) is preferred

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• Positive, enthusiastic presence with good public relations skills and respectful, professional demeanor required
• Must be self-directed, motivated, creative, and able to work in a team environment
• Must possess outstanding organizational skills and be detail-oriented and possess the ability work on multiple projects, prioritize, and meet deadlines/evolving expectations
• Familiarity and/or experience in the health care field is preferred
• Ability to work on multiple projects, prioritize and meet deadlines/evolving expectations

EQUIPMENT AND APPLICATIONS
• Proficiency in MS Office, including Word, Excel, and Outlook as well as Zoom
• Working knowledge of all standard office equipment

SALARY
$43,000. Competitive compensation and benefits available. This position is funded through December 31, 2021 with the possibility of continuation of funding based on renewal program award.

A valid driver’s license is required.

HOW TO APPLY
Please send your resume and cover letter to chipinfo@sdchip.org

Community Health Improvement Partners, Inc. is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.