Community Health Improvement Partners
POSITION DESCRIPTION

POSITION TITLE: Program Coordinator, Administration
LOCATION: San Diego County
DEPARTMENT: Independent Living Association and Recovery Residence Association
REPORTS TO: Vice President of Housing and Program Evaluation Manager
FTE: 1.0

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 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

The Administrative Coordinator of the ILA and RRA programs serves as support for the implementation of tactical plans, and to actively support the core values, vision and mission of the ILA and RRA San Diego programs and CHIP. CHIP oversees the Independent Living Association (ILA) (www.ilacalifornia.org) and the Recovery Residence Association (RRA) (www.rrasd.org) in San Diego County to improve the quality of shared housing to support individual recovery from mental illness and substance use disorders.

DUTIES AND RESPONSIBILITIES

- Provides high level administrative support to Vice President of Housing and Program Evaluation Manager in the workplace such as taking calls, scheduling meetings, managing executive requests, and other office duties
- Develops and carry-outs an efficient documentation and filing system for contract-related files, employee trainings, invoices, pre-authorization forms and other important documents
- Provides administrative assistance such as writing and editing emails, drafting memos, and preparing any communication on the leadership’s behalf
- Acts as an administrative point of contact between leadership and any internal or external clients
- Provides basic data entry and database management support to key program database
• Contributes to the development and implementation of professional development curriculum and trainings
• Schedules appointments for recurring department meetings and other important stakeholder meetings
• Manages the Vice President’s calendar including making appointments and prioritizing the most sensitive matters
• Maintains accurate records and meeting minutes for any recurring meetings or events
• Manages inventory and order supplies for program operations and events
• Oversees the travel arrangements of all program staff
• Attends program-related meetings in the absence of the Vice President and Program Evaluation Manager

OTHER DUTIES AS ASSIGNED
• Engages and supports replication and streamlining of administrative tasks among ILA-RRA programs, including technical assistance to remote program sites

EDUCATION/QUALIFICATIONS
• Bachelor’s Degree in Public Health, Business or related field is preferred
• Possession of, or ability to obtain prior to employment, a valid Class C California Driver's License with a safe driving record.
• Acknowledgment and adherence to all program procedures taught during the mandatory staff training
• Ability to develop and manage communications
• Excellent interpersonal skills
• Excellent written and oral communication skills
• Excellent problem-solving and decision-making skills
• Pro-Active and Self-Directed work ethic
• Works independently and demonstrates proven experience with high level organization skills
• Ability to multi-task and work on multiple projects simultaneously, to meet critical deadlines and evolving programmatic needs.

WORK EXPERIENCE
• 3 years’ experience in an administrative or similarly situated role is preferred
WORK ENVIRONMENT AND PHYSICAL DEMANDS
With or without reasonable accommodation(s), the essential functions of this position require certain physical and mental abilities. These abilities include, but are not limited to: sitting, standing, walking, bending, stooping, pushing, pulling, lifting (up to 25 lbs.), typing, writing (in English), reading (English), speaking (English), seeing, hearing, driving, basic mathematical calculations, problem solving, reasoning, composition, and decision-making. In addition, comfortability with entering home premises as needed by the program.

CHIP COVID-19 POLICY
Employment will be subject to providing CHIP proof of COVID-19 vaccinations. If not fully vaccinated, then weekly testing for COVID-19 in perpetuity until vaccinated and must submit a negative test result every Monday.

TO APPLY
Please submit a Resume and Cover Letter to Eyra Leeper, Vice President of Housing at eleeper@sdchip.org by August 31st, 2022. Applications without a Cover Letter will not be considered.

Community Health Improvement Partners is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, or veteran status. If you need assistance or an accommodation during the application process because of a disability, it is available upon request. The company is pleased to provide such assistance, and no applicant will be penalized as a result of such a request.