



COMMUNITY HEALTH  
IMPROVEMENT PARTNERS  
*making a difference together*

## COMMUNITY HEALTH IMPROVEMENT PARTNERS POSITION DESCRIPTION

**POSITION TITLE:** Program Coordinator

**LOCATION:** San Diego

**DEPARTMENT:** Suicide Prevention Council

**REPORTS TO:** SPC Program Manager, Vice President of Community Health & Engagement

**SUPERVISES:** Program Assistant, Interns

**FLSA STATUS:** Non-Exempt

### GENERAL SUMMARY

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. CHIP facilitates several public health-focused programs and initiatives including the Farm to Institution Center (F2I), Independent Living Association (ILA), Recovery Residence Association (RRA), Resident Leadership Academy (RLA) and the San Diego County Suicide Prevention Council (SPC). The Program Coordinator will provide operational support primarily to the San Diego County Suicide Prevention Council (SPC). To learn more about CHIP, visit: [www.sdchip.org](http://www.sdchip.org).

### POSITION SUMMARY

Since 2010, the County of San Diego, Diego Health and Human Services Agency, Behavioral Health Services Department has contracted with CHIP to establish, facilitate, expand and update the San Diego County Suicide Prevention Action Plan (SPAP) and the San Diego County Suicide Prevention Council (SPC) – a coalition that works to engage diverse stakeholder groups in promising practices and implementation of the SPAP that prevent suicide and its harmful effects in multiple arenas: schools, media, higher education, faith, assessment/evaluation, priority populations, postvention and other vital community areas. For more information, please visit [www.spcsandiego.org](http://www.spcsandiego.org). CHIP is currently seeking a full-time Program Coordinator for our SPC Program. The primary responsibility of this position is to serve as support for the implementation of SPC tactical plans, events, meetings, partner connections, and logistics, and to actively support the core values, vision, and mission of CHIP.

## CORE COMPETENCIES REQUIRED

<i>Experience</i>	<i>Organization/Planning</i>	<i>Adaptability</i>
<i>Communication-Oral/Written</i>	<i>Tenacity</i>	<i>Time Management Skills</i>

## ESSENTIAL DUTIES AND RESPONSIBILITIES

### *Administration (65%)*

- Provides operational support to Vice President of Community Health & Engagement & Program Manager, and coordinates outreach and communications support for the San Diego County Suicide Prevention Council (SPC) and all subcommittees
- Assists Vice President of Community Health & Engagement & Program Manager as a liaison to offer resources and respond to requests of the Suicide Prevention Council membership, its subcommittees and HHS Contract Operations Representatives (COR)
- Updates and maintains SPC e-mail distributions list serves & correspondence
- Schedules, coordinates and maintains SPC related appointments in Microsoft Office calendar(s)
- Manages and orders supplies, including creating purchase orders and check requests for all SPC activities and events
- Provides coordination assistance with SPC related meetings, events, and activities (e.g. food/refreshments, room set up, equipment set-up, audio/visual support, zoom links, handouts, etc.)
- Provides administrative and logistical follow up support for SPC related meetings, events and activities (e.g. follow-up correspondence/meetings, data/evaluation analysis, etc.)
- Provides logistical implementation support for SPC special events (e.g. Annual Stakeholders Meeting, Annual Faith Breakfast Event, Suicide Prevention Press Conference, etc.)
- Assists and support training logistics (as necessary) related to the implementation of SPC trainings countywide in order to meet goals of the project

### *Program Development/Community Relations (20%)*

- Facilitates and guides 1-2 subcommittees as needed with guidance and support from the Program Manager (i.e., Help Line Collaborative, and/or the Faith Organization Outreach Subcommittee)
- Supports Program Manager and Training/Outreach Coordinator with SPC training needs as necessary
- Supports SPC spotlight presentations (monthly) including recruitment and communications with presenters
- Supports other CHIP programs and committees such as, the Resident Leadership Academy program and Behavioral Health Work Team (BHWT) (as needed)

### *Program Marketing (10%)*

- Supports with content development for SPC social media presence and maintains social media postings for program needs

- Assists in updating SPC & RLA website and other online platforms/social media to promote and share about the program efforts
- Designs and coordinates the development and dissemination of program print materials, visuals, literature and other collateral materials (e.g. event flyers, Eventbrite online registration, packets, etc.)
- Take pictures/videos at program events to capture work in action
- Assists in overseeing existing data entry systems for analyzing, sharing and evaluating results of SPC programs and activities

#### *Managing (5%)*

- Manages and trains program interns and Program Assistant (if necessary)
- Assists Program Manager with tracking of program budget & spending
- Assists Vice President of Community Health & Engagement & Program Manager with monthly reporting by organizing meeting, events and activities data collection for the month with supporting documentation
- Assists Vice President of Community Health & Engagement & Program Manager with grant proposals and progress reports as requested
- Assists with program development and strategic planning as requested

#### **OTHER DUTIES AND TASKS**

- Provide support and staffing time for events and special overall CHIP projects; including but not limited to CHIP Anniversary Celebrations and Fundraising events
- Additional responsibilities and duties as directed

#### **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, EXPERIENCE AND SKILLS**

- Bachelor's or Associate degree in Administration, Public Health or related field preferred
- Positive, enthusiastic presence with good public relations, phone and communication skills necessary
- Proficiency with Windows-based software (MS Word, Excel, Access, PowerPoint, Outlook) required
- Proficiency with Zoom Video Communications
- Experience in website management and print materials design preferred
- Minimum of three years administrative assistant experience required
- Familiarity and/or experience in the field of suicide prevention and/or mental health helpful
- Bilingual in English and Spanish helpful
- Self-directed, motivated, creative and organized necessary

- Ability to work in a team environment required
- Ability to work on multiple projects, prioritize and meet deadlines/evolving expectations with fast pace environment necessary
- Excellent oral and written comprehension and communication skills, e.g. dictation, spelling, grammar and proofreading required
- Must possess outstanding organizational skills and be detail-oriented

#### **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, talking, listening, and stooping
- Lifting up to 30 lbs.
- Exposure to low to moderate noise level

#### **SALARY RANGE**

\$46,000-\$47,000- based on experience. 40 hours per week. Full benefits package. Hourly employee status.

#### **HOW TO APPLY**

Please send your CV/resume and cover letter to [chipinfo@sdchip.org](mailto:chipinfo@sdchip.org) by February 20, 2023.

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