



COMMUNITY HEALTH
IMPROVEMENT PARTNERS
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Community Health Improvement Partners POSITION DESCRIPTION

Position Title: Program Coordinator of Community Health & Engagement

Location: San Diego, CA

Department: Community Health & Engagement (CHE) and Farm to Institution Center (F2I)

Job Type: Part-time (32hrs/week)

Reports to: Program Manager of Community Health & Engagement

Supervises: Interns/Volunteers

FLSA Status: Non-Exempt

BACKGROUND

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. Established in 1995 CHIP works to assess community health needs, engage stakeholders, and advocate creating 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. We facilitate a variety of public health-focused programs and initiatives that include 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). Over the course of CHIP's existence the organization has played a critical role in building broad-based, multi-disciplinary coalitions that work to address access to care, chronic illness, CHIP is currently seeking a part-time Program Coordinator for our Farm to Institution Center (F2I) and Community Health & Engagement (CHE) to learn more about CHIP, visit www.sdchip.org.

POSITION SUMMARY

The Program Coordinator primary responsibility is to provide programmatic and operational support to CHIP's F2I and CHE programs. Currently, this position is part-time for 32 hours per week dependent on grant funding. The F2I Center's mission is to promote healthy local food in communities and build a vibrant agricultural scene through facilitation, collaboration, and education. The Center's vision is building a San Diego where local food access serves as a pathway of better health, economic development, and community connectedness. The goals of the Center include 1) Increase access to and consumption of healthy foods in collaboration with school districts, hospitals, and institutional partners, 2) Support farmers in the creation of a vibrant, diverse, and growing local agricultural scene, and 3) Instill a passion for local, healthy food through education, advocacy, and community engagement. This position also provides operational and administrative support for the Behavioral Health Services Community Engagement efforts in partnership with UCSD and under the San Diego County Suicide Prevention Council (SPC) department's support to ensure successful, effective, and authentic community engagement that will help inform behavioral health services in the County of San Diego for the next five years.



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CORE COMPETENCIES REQUIRED

<i>Customer Service</i>	<i>Organization/Planning</i>	<i>Administration</i>
<i>Communication-Oral/Written</i>	<i>Time management</i>	<i>Problem Solving</i>

ESSENTIAL DUTIES AND RESPONSIBILITIES

Office Support/ Administration (40%)

- Provide administrative and operational support to Program Manager and Program Vice President
- Assist Program Manager and Program Vice President by responding to partner requests
- Assist management with the creation of program orders, pick-ups/drop-offs and event needs
- Develop and publish meeting minutes, as needed
- Assist with basic data entry and database management
- Manage inventory and order office supplies by creating pre-authorizations and check requests, as needed
- Coordinate with management regarding scheduling and maintain appointments in Microsoft Office
- Support scheduling, implementation, and facilitation of Farm to School activities including but not limited to curriculum creation, dissemination and evaluation.

Program Development/Community Relations (35 %)

- Coordinate partner outreach and communication for Committees, CHIP, program and subcommittees needs
- Develop and maintain E-list serves, correspondence and distribution as needed
- Design and coordinate the production and delivery of program literature, social media, website and collateral materials
- Provide planning and implementation support for special events
- Co-facilitate program meetings as necessary
- Provide data and information for program contract reports and evaluation needs
- Support recruitment of farmers through existing networks and outreach events/activities to identify appropriate local producers and connect them with qualifying buyers
- Support farmer enrollment in the Climate Smart Commodities Incentive Program
- Coordinate with farms to plan deliveries and reduce vehicle miles traveled
- Support outreach and networking opportunities to strengthen connections with historically unserved and underserved populations in San Diego County through community events/activities, meetings and strategic efforts related to behavioral health services



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Management (5 %)

- Manage interns and/or volunteers in respective department, provide training and oversight in necessary areas
- Support Program Manager and Program Vice President with budget tracking, management and oversight
- Assist with program development and strategic planning as requested
- Assist with grant proposals and progress reports as requested
- Assist with additional responsibilities and duties as directed

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 in written form at times for 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 and outdoors.
- Basic mathematical calculations, problem-solving, reasoning, composition and decision-making

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 or Associates degree in administration, agriculture, community health and/or related field is preferred.



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WORK EXPERIENCE

- 2-3 years of experience in administration, agriculture/food systems or related field is required
- 2-3 years working in community doing outreach and engagement on health topics
- Experience in coordinating farm-to-school activities, including sourcing produce from local farms and integrating them into school menus and/or educational programs
- Knowledge in developing curriculum materials related to agriculture, nutrition, and sustainability, tailored for various age groups and educational setting
- Ability to work on multiple projects, juggle rapidly changing priorities, 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, positive, enthusiastic presence with good public relations and can work collaboratively and maintain mutually beneficial relationships

EQUIPMENT AND APPLICATIONS

- Proficiency in MS Office, including Word, Excel, Teams, Power Point, and Outlook required
- Proficiency with online virtual communications (e.g. Zoom, Canva, etc.)
- Working knowledge of all standard office equipment

STARTING SALARY: \$37,798-\$41,600 annually (\$24.23/hr.-\$26.00/hr.) compensation based on experience. 32 hours per week. Full benefits package. Non-Exempt part-time employee status, partially remote. A valid driver's license, reliable transportation, and auto insurance are required as the work is also mobile.

HOW TO APPLY

Please send your resume and cover letter to Yeni L. Palomino at ypalomino@sdchip.org no later than April 20, 2024.

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

Community Health Improvement Partners, Inc.