



COMMUNITY HEALTH  
IMPROVEMENT PARTNERS<sup>SM</sup>

## COMMUNITY HEALTH IMPROVEMENT PARTNERS POSITION DESCRIPTION

**POSITION TITLE:** SPC Training & Outreach Manager

**LOCATION:** San Diego

**DEPARTMENT:** Suicide Prevention Council

**REPORTS TO:** Vice President of Community Health & Engagement

**SUPERVISES:** Interns, Program Assistants, Program Coordinators

**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), Care Court Locator Program, Resident Leadership Academy (RLA) and the San Diego County Suicide Prevention Council (SPC). The SPC Training & Outreach Manager will provide operational and administrative oversight 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 (HHSA) Behavioral Health Services (BHS) department has contracted with CHIP to establish, facilitate, expand and most recently update the San Diego County Suicide Prevention Action Plan (SPAP) and the San Diego County Suicide Prevention Council (SPC). The SPC is 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 SPC Training and Outreach Manager. The primary responsibility of this position is to serve as lead for program training and outreach activities related to the implementation of SPC tactical plans, events, meetings, partner connections, communications, logistics, and the implementation of the core values, vision, and mission of CHIP and the SPC.

## CORE COMPETENCIES REQUIRED

<i>Experience</i>	<i>Organizing/Planning</i>	<i>Adaptability</i>
<i>Communication-Oral/Written</i>	<i>Social Skills</i>	<i>Management Skills</i>

## ESSENTIAL DUTIES AND RESPONSIBILITIES

### *Management (50%)*

- Leads organizing and coordination of program trainings, trainers and logistics (materials, scheduling, trainings, data, reporting, etc.) related to the implementation of SPC trainings countywide to meet monthly goals under the supervision of Vice President of Community Health & Engagement
- Offer resources and respond to training requests for the Suicide Prevention Council with support from the SPC Program Manager and Coordinator
- Manages and facilitates implementation of tasks, activities, and communication of the Suicide Prevention Council and its active subcommittees (primarily leading the Training & Education, School Collaborative K-12, and Higher Education)
- Updates and maintains SPC training volunteers and related trainer lists including databases
- Serves as a Question, Persuade, Refer (QPR) trainer to meet the demand of requested QPR training requests
- Serves as an Applied Suicide Intervention Skills Training (ASIST) trainer to meet the demand of ASIST requirements
- Serves as a SPC First Responder Suicide Prevention (FRSP) trainer to meet the demand of FRSP requirements
- Serves as a liaison for the SPC LGBTQIA+ Safer Spaces Training implementation training requirements
- Oversees existing data entry systems for analyzing, sharing and evaluating results of all SPC training programs and activities
- Coordinates SPC Training and Outreach Subcontractor and SPC Community Trainers to ensure SPC training's requirements are met

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

- Supports the SPC Program Manager with the implementation of SPC special events including the SPC Annual Stakeholders Meeting, SPC Annual Faith Breakfast, Suicide Prevention Month Press Conference, Suicide Prevention Month event and others as deemed necessary
- Conduct presentations to community groups about the SPC as requested primarily to share information on trainings and resources
- Coordinates program outreach in target communities to share program purpose, resources and publicize events (e.g. provide presentations to community groups, table at community events, distribute educational materials, participate in other collaboratives representing the SPC, send SPC correspondence to potential partners, etc.)

- Attend key community meetings to outreach to target populations to share SPC program purpose, and to publicize events and upcoming trainings with key sectors at higher risk for suicide

#### *Administrative (15%)*

- Manages, onboards and trains SPC program trainers, interns, coordinators and assistants (as necessary)
- Provides 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.) when necessary
- Works with Vice President of Community Health & Engagement to complete monthly narrative reports and invoicing for the SPC, and liaises effectively with contract administration staff, to ensure compliance and high-functioning partnerships as it relates to training and outreach efforts
- Assists Vice President of Community Health & Engagement with tracking and managing budgets & related expenditures to assure the program operates in a fiscally responsible manner as it relates to training and outreach efforts
- Assists Vice President of Community Health & Engagement with grant proposals and reports related to training and outreach when requested
- Assists with program development and strategic planning as it relates to training and outreach efforts
- Assists Vice President of Community Health & Engagement with audit preparation and requests related to training and outreach efforts

#### *Program Marketing (10%)*

- Develop content for SPC social media presence and maintain social media postings, specifically relating to SPC trainings and outreach efforts
- Assists in updating SPC website and other online social media platforms to promote and share about SPC program trainings
- Develops, coordinates, designs, and disseminates program print materials, visuals, literature and other collateral materials (e.g. event flyers, Eventbrite online registration, resource guides, packets, etc.)
- Takes pictures/videos at program events, trainings and outreach events to capture work in action

#### *Other Duties & Tasks (5%)*

- Provides 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 relating to supporting CHIP programs

## **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 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 Social Work, Public Health, Communications 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 two years of productive community outreach and training 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, detail-oriented and organized necessary
- Ability to work in a team environment required
- Ability to work on multiple projects, prioritize and meet deadlines with fast-paced environment necessary
- Excellent oral and written comprehension and communication skills, e.g. dictation, spelling, grammar and proofreading required

## **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/making calls on the telephone for sometimes 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 the moderate noise level
- Outdoor tabling and exposure to weather elements

**COMPENSATION**

\$53,500.00 - \$56,500.00 annually. Non-exempt status. Full-time status - 40 hours per week. Full benefits package.

**HOW TO APPLY**

Please send your CV/resume and cover letter to [spcsandiego@sdchip.org](mailto:spcsandiego@sdchip.org) by December 19, 2025.