



COMMUNITY HEALTH IMPROVEMENT PARTNERSSM

POSITION DESCRIPTION

Position Title: Program Coordinator – Independent Living Association (ILA)

Department: ILA San Diego **Reports to:** ILA SD Program Manager & ILA Housing Director **Supervises:** N/A

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 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 Independent Living Association of San Diego's program (<https://ilacalifornia.org/san-diego-county/>). 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 ILA San Diego program and CHIP.

CORE COMPETENCIES REQUIRED

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

ESSENTIAL DUTIES AND RESPONSIBILITIES

Administration (55%)

- Provide operational support to Department Director and Program Manager
- Assist Program Manager and Housing Director with grant proposals, creation of event budgets and progress reports as requested
- 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.
- Maintaining CRM database to ensure accurate tracking and reporting
- Support the Program Manager to identify and coordinate speakers and trainers for presentations and courses
- Assist in inventory and ordering 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 planning support and attend CHIP events and activities
- Serve as secondary contact for general public inquiries regarding CHIP ILA program

Program Development/Community Relations (30%)

- Assist with Peer Review and Accountability Team (PRAT) recruitment and training efforts and co-facilitate meetings when necessary
- Assist Independent Living home visits and track visit expenses, using personal vehicle for transportation
- Assist at staff community outreach events, as needed
- Receive and respond to requests and grievances from ILA members, operators and partners
- Present ILA program information to community members as requested
- Represent the ILA at community meetings and events
- Assist with ILA program development and strategic planning

Program Marketing (10%)

- Update ILA 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
- Develop content for the ILA newsletter and social media
- Other duties as assigned

Managing (5%)

- Train interns in respective department (if necessary)
- Assist Manager with program monthly reporting (as needed)

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

EQUIPMENT AND APPLICATIONS

- Proficiency in Microsoft Suite, Canva, MailChimp, Word Press and Outlook as well as Zoom
- Working knowledge of all standard office equipment

TRANSPORTATION

- Use of insured personal vehicle is required
- Driving license with clean background is required

KEY SKILL SETS

- Communicates effectively
 - Communicate effectively orally and in writing
 - Communicate effectively with people of various educational, socio-economic, and cultural backgrounds and function calmly in situations which require a high degree of sensitivity, tact, and diplomacy
 - Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds
- Customer Focused
 - Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or making appropriate referral
- Values and respects others

Community Health Improvement Partners, Inc.

- Treat City/County employees, teammates, representatives of outside agencies and members of the public with courtesy and respect
- Drives to excel
- Teamwork and collaboration
 - Establish and maintain effective and coordinated working relationships with individuals, groups, and community agencies
- Continuous learning
- Demonstrates ethical behavior
- Supportive of change
- Exercise appropriate judgment in answering questions and releasing information
- Analyze and project consequences of decisions and/or recommendations

Benefits

- Health, dental, and vision insurance, company covers 90% of monthly premiums
- Retirement savings plan with 50% employer match, up to 3%
- Professional development opportunities
- Flexible work arrangements

Starting Range: \$50,000-\$52,000.

This position requires access to reliable transportation for work-related travel. A valid California driver's license, proof of auto insurance, a clean driving record, and the ability to operate a motor vehicle safely for work-related travel are required. Mileage is reimbursable on a monthly basis at IRS rates (currently \$0.725/mile). Travel up 400 miles a month may be required. This position is not eligible for overnight or out-of-county travel. All local travel be within the County of San Diego and occur during working hours.

HOW TO APPLY

Please send your resume and cover letter to ilacalifornia@sdchip.org

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