

Job Announcement
Health Education Council
Program Administrator – Full Time
Youth Mental Well-being

The Health Education Council (HEC) is dedicated to cultivating health and well-being in under-served communities by leveraging the power of collaboration. HEC is a non-profit agency focused primarily on reducing health disparities and chronic disease in the Northern California's low-income communities. HEC works proactively and collaboratively to ensure individuals are empowered to live a healthy life. We build cross-sector partnerships built on trust and respect, transforming neighborhoods into places that nurture health and holistic wellness for all residents (www.healthedcouncil.org).

Responsibilities:

The Program Administrator will work with HEC Directors to develop and lead community programs designed to support youth and young adult mental well-being. Programs include:

- Peers Helping Peers: A new HEC program funded by the MHSA to train and equip young adults from vulnerable communities to strengthen their own mental well-being as well as the mental well-being of their peers. The program includes a training component as well as paid internship opportunities. The program is in partnership with citiesRise (CR) and Sacramento Employment and Training Agency (SETA).
- Sacramento Youth Violence Prevention Collective: This cross-sector Collective of grassroots violence prevention organizations; health care; law enforcement; school district; street soldiers; and community activists meets monthly to build relationships and build collective impact against youth violence.
- SHOP (Safety, Health, Opportunity and Practice): A youth mentoring program which builds relationships between youth and adults, providing a space to heal from past trauma and build plans for a successful future.

The Program Administrator will:

- Provide oversight to the development, coordination, and implementation of youth programming that supports mental well-being especially for the Peers Helping Peers program. Collect appropriate data; maintain a database of program activities, and prepare detailed reports on program activities and outcomes.
- Provide technical assistance to community partners working with HEC to improve youth mental well-being.
- Build and/or strengthen trusted relationships with youth; families and community leaders in Sacramento's vulnerable neighborhoods.
- Recruit volunteers, interns, and/or Community Health Leaders with a passion for ending systemic injustices and promoting resilience.
- Stay up to date on emerging trends, research and best practices in violence prevention and safety, and mental health.
- Listen deeply to community voices and integrate their identified assets and solutions into HEC's Youth Mental Well-Being Programs.
- Work with all HEC programs to link and integrate programmatic activities.
- Complete other duties as assigned by supervisor.

Minimum Qualifications:

- Bachelors Degree required. Masters in Public Health, Sociology, Health Science or

related field preferred but not required.

OR

At least six years of community-based; youth-oriented or mental well-being employment may be substituted for the education requirement. Employment must demonstrate deep ties to Sacramento's vulnerable neighborhoods and a unique, personal understanding of the assets and opportunities present in those communities. Work experience should demonstrate increasing responsibility over time and innovative work with youth and/or mental well-being.

- Possess a combination of experiences in program development, coordination, community mobilization, etc, including ability to manage multiple tasks and projects. Demonstrated knowledge and experience working to address violence and/or working with boys and men of color.
- Demonstrated skill in oral and written communications.
- Demonstrated skill in developing and maintaining interpersonal relationships, and working with staff, volunteers, and the public.
- Proficient in MS Office Suite (Outlook, Access, Publisher, Power Point, Word, Excel).
- Ability and willingness to travel and attend evening/weekend events.
- Comfortable working with diverse audiences.

Compensation

This is a full time, exempt position. Salary will be determined commensurate with experience and education. After three (3) months of continuous full time employment, benefits including medical, dental, insurance, vacation, sick leave, major holidays and retirement plan are available. The Health Education Council is an equal opportunity employer.

Deadline for Receipt of Applications: On-going till filled

To apply, e-mail, your resume and cover letter (please write "RE: Youth Mental Well-Being Administrator" on cover letter):

Health Education Council

ATTN: Philip Bensing

E-mail: apply@healthedcouncil.org