

Job Announcement  
Health Education Council  
**Program Administrator – Full Time**  
**Peers Helping Peers CALMSHA**

The mission of the Health Education Council (HEC) is dedicated to cultivate health and well-being in under-served communities by leveraging the power of collaboration. The Health Education Council 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 to transform neighborhoods into places that nurture health and holistic wellness for all residents ([www.healtheducouncil.org](http://www.healtheducouncil.org)).

**Responsibilities:**

The Mental Health Workforce Development project, Peers Helping Peers, is designed and implemented through a collaboration between Health Education Council (HEC), citiesRise (CR) and Sacramento Employment and Training Agency (SETA). Peers Helping Peers will support low-income youth and families that traditionally face barriers accessing mental health support and prevention services. The project train two cohorts – Spanish speaking parents and system-involved youth ages 18-24 – to be Community Mental Health Navigators; after completion of the program, Navigators will complete a 40-hour paid internship in the community. The Program Administrator will:

- Assist in the development and launch of Peers Helping Peers.
- Oversee the development, coordination of engagement and outreach activities to recruit participants and partner organizations.
- Provide ongoing technical assistance to sub-contractors and partners to support program outcomes and contract agreements.
- Work with Sacramento Employment and Training Agency (SETA) and other key partners to implement work plan activities.
- Initiate and maintain ongoing working partnerships with organizations and partners including community, civic, service organizations and businesses.
- Coordinate regular training workshops for Mental Health Navigators in the areas of mental health; ACES; conflict mediation; peer helping skills.
- Coordinate and staff program specific events and activities.
- Stay abreast of emerging trends, research and best practices in mental health and resilience as well as other relevant issues pertaining to the target population.
- Work with all HEC programs to link and integrate programmatic activities, where appropriate.
- Collect appropriate data, maintain a database of program activities, and prepare detailed reports on program activities and outcomes.
- 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.
- Possess a combination of experiences in program development, coordination, community mobilization, etc.
- Demonstrated knowledge and experience working to address mental health; well-being;

- peer helping.
- Demonstrated experience working with Sacramento's communities of color, especially with boys/men of color.
  - Demonstrated ability to manage multiple tasks and projects.
  - 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: June 15,2020**

**To apply, e-mail, your resume and cover letter (please write "RE: PHP Administrator" on cover letter):**

**Health Education Council**

**ATTN: Philip Bensing**

**E-mail: [apply@healthedcouncil.org](mailto:apply@healthedcouncil.org)**