

Job Announcement
Health Education Council
Program Assistant – Part-time
Neighborhood Safety



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 Assistant will work closely with the Program Administrator to implement HEC's Neighborhood Safety programs, including Peers Helping Peers; SHOP; Sacramento Youth Violence Prevention Collective and Live Well Valley Hi Coalition. HEC is committed to empowering communities in need of inclusive neighborhood safety and connectedness.

Responsibilities include:

- Serve as mentor to youth and young adults, especially young women, who have current and/or past system involvement (foster care, juvenile justice, etc.).
- Help lead both virtual and in-person trainings, workshops and other outreach events for youth and youth-serving organizations focused on violence prevention, resilience, and life skills.
- Assist with coordination of the Sacramento Youth Violence Prevention Collective and Live Well Valley Hi Collaborative meetings.
- Remain current and knowledgeable on best practices regarding violence prevention, adverse childhood experiences, and trauma-informed care.
- Create flyers, newsletters, and other materials to support and promote programs.
- Help outreach to other organizations to disseminate program information and build partnerships.
- Work with volunteers and interns who have a passion for ending systemic injustices and promoting resilience.
- Assist with the preparation of progress and final reports on program activities and outcomes.
- Collaborate with other HEC programs.
- Complete other duties as assigned by supervisor.

Minimum Qualifications:

- High school diploma required; Bachelor's degree preferred in health education; criminal justice; social work; sociology; ethnic studies or relevant field of study.

OR

At least two years of community-based, youth-oriented violence prevention employment may be substituted for the bachelor's degree preference. Employment must demonstrate deep ties to Sacramento's vulnerable neighborhoods and a unique, personal understanding of health equity, mental well-being and the assets and opportunities present in vulnerable communities.

- Experience working with girls and/or young women of color highly desired.
- Experience conducting community outreach and engagement.
- Demonstrated ability to manage multiple tasks.

- Self-motivated, hard-working, dependable, and flexible.
- Comfortable working with diverse audiences, especially BIPOC women, students, and parents.
- Proficient in MS Office Suite (Outlook, Access, Publisher, Power Point, Word, Excel).
- Ability and willingness to travel and work occasionally in the evenings and on weekends.
- Adaptability to work remotely from home due to the pandemic, with opportunities to utilize HEC office space during scheduled times.

Compensation

This is a part-time, non-exempt position. Salary will be commensurate with experience and education. The Health Education Council is an equal opportunity employer.

Deadline for Receipt of Applications: Until filled

To apply, e-mail, fax or mail your resume, cover letter (please write “RE: Neighborhood Safety Program Assistant” on cover letter):

Health Education Council

ATTN: Philip Bensing

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West Sacramento, CA 95691

Fax: 916-446-0427

E-mail: apply@healtheducouncil.org