

Job Announcement
Health Education Council
Program Assistant – Part-time
Youth and Community Outreach



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.healtheducouncil.org).

Responsibilities:

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

- Develop and maintain mentoring relationships with youth and young adults who have current and/or past system involvement (foster care, juvenile justice, etc.), especially young women.
- Assist in leading both virtual and in-person trainings, workshops and other outreach events for target youth and youth-serving organizations focused on mental health, resilience, and life skills.
- Select appropriate education materials for community education programs.
- Actively participate in local and community efforts that reduce racial disparities and systemic inequities.
- Create flyers, newsletters, and other materials to support and promote programs as necessary.
- Support data and story collecting documenting program outcomes.
- Support a collective impact process to increase access to healthy food in the Valley Hi neighborhood.
- Organize, plan, develop agendas, take summary notes, and maintain a network roster for all network meetings and regional activities aligned with the Scope of Work.
- Outreach to other organization to disseminate program information and develop and foster relationships.
- Work with volunteers and interns who have a passion for ending systemic injustices and promoting resilience.
- Listen deeply to community voices and integrate their identified assets and solutions into HEC's work.
- Complete other duties as assigned by supervisor.

Minimum Qualifications:

- Bachelor's degree preferred but not required in health education; psychology; social work; sociology; ethnic studies or relevant field of study.

OR

At least two 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. 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.
- 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

3950 Industrial Blvd. Suite 600

West Sacramento, CA 95691

Fax: 916-446-0427

E-mail: apply@healtheducouncil.org