

Job Description  
Health Education Council  
**Community Health Leader –Full-Time (30-40hrs/week)**  
**Salary Range: \$20.00-23.00 an hour**



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Health Education Council (HEC) is a non-profit organization based in South Sacramento, CA. ([www.healthedcouncil.org](http://www.healthedcouncil.org)). For over 30 years, HEC has worked to eliminate health disparities, bringing culturally and linguistically tailored health-programming to communities across northern California. The mission of HEC is to cultivate health and well-being of under-served communities by leveraging the power of collaboration. HEC focuses on addressing the underlying drivers of health by concentrating its work in five main areas:

- Wellness Education
- Health Access
- Community Safety
- Economic Well-Being
- Social Connection

HEC works proactively and collaboratively to ensure individuals are empowered to live a healthy life. We represent diverse staff, community partners and funders to better serve communities. HEC has a commitment to equity and specializes in bringing together diverse stakeholders – residents, local government, business, law enforcement, faith, health care and social service leaders - to build consensus on creative, resident-driven solutions to positively impact the causes of health disparities. HEC seeks a Program Coordinator to work across program petals, with an emphasis on supporting several Health Access and Wellness Education programs in the Greater Sacramento region.

#### **Responsibilities:**

The Community Health Leader (CHL) will work collaboratively across HEC program petals to assist individuals and underserved communities. The CHL will work closely with staff to manage scopes of work and project deliverables, gather and manage data, and provide feedback for reports. This work involves being part of a team that will be supporting HEC's community walking programs, wellness hubs, food security programs, youth mental health training cohorts, financial well-being, and some work at the Mexican Consulate. This position is in-person out of the HEC office in South Sacramento with most of the work occurring in the community. The CHL will participate in our Walk With Friends (WWF) programs, weekly food distributions at various sites, physical activity, social connection, and education work, including financial workshops.

Job responsibilities include but are not limited to:

- **Stay Informed:** Engage in ongoing training sessions to stay up to date with the latest information and resources available to assist community members in accessing local services. Develop and collect educational resources for outreach events and workshops.
- **Lead Community Sessions and Workshops:** Facilitate informative group sessions and support groups to help community members address their needs and concerns effectively.
- **Provide Resources:** Distribute educational materials focusing on health, financial literacy, social connection, emergency services, and safety to empower residents with essential knowledge.
- **Community Engagement:** Actively promote and participate in HEC-led events, including presentations and community gatherings, fostering connections within the community. Implement and assist with various activities designed to support communities on a weekly basis, covering essential topics such as nutrition, financial literacy, education, and health. Lead food distributions, facilitate workshops, and participate in other community events across the Greater Sacramento region: Sacramento, Yolo, Placer and Solano counties, to engage residents, build trust, and conduct outreach.
- **Forge Partnerships:** Build valuable partnerships by engaging with local coalitions, community leaders, local organizations, and residents to strengthen community ties and enhance support networks.
- **Fundraising:** Participate in fundraising efforts and partnership building.
- **Liaison with Site leads:** Serve as a liaison between community residents, providing feedback, input, and emerging needs with program staff.
- **Provide Support:** Address residents' needs by offering resource navigation assistance, referrals, and guidance to relevant services. Support with recruiting community members to attend local events and programs.
- **Collaborate and Learn:** Actively participate in team meetings, staff training sessions, and offsite opportunities to collaborate effectively and enhance professional development. Engage in strategic planning on a variety of scopes of work related to the social determinants of health through team collaboration.
- **Flexibility:** Be prepared to take on additional tasks as assigned by your supervisor and extend support to all programs when required.

### **Minimum Qualifications:**

- A passion for community outreach.
- Strong desire to create positive change and a wellness-focused culture in communities disproportionately impacted by the social determinants of health.
- Bilingual in English/Spanish preferred.
- Demonstrated skill in developing and maintaining interpersonal relationships; active listening and an ability to work with diverse communities
- Demonstrated public speaking communication and/or group facilitation skills.
- Basic computer knowledge (Microsoft Publisher, Power Point, Word, Excel).
- Ability to work remotely.
- Ability to travel to and from all job-related meetings, events, and activities.
- Demonstrated experience completing data tracking forms and reports.
- Self-motivated, hard-working, dependable, and flexible.
- Comfortable working with diverse audiences, parents, and in school settings.
- 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 occasionally work remotely from home, out of the HEC office space, Mexican Consulate and partner property locations when scheduled.

### **Equal Opportunity Employer Statement**

The Health Education Council (HEC) is an Equal Opportunity Employer. We are committed to creating a diverse and inclusive workplace and do not discriminate based on race, color, religion, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender identity or expression, sexual orientation, marital status, national origin, ancestry, age, disability (physical or mental), medical condition, genetic information, military or veteran status, or any other characteristic protected by federal, state, or local laws. We comply with all applicable employment laws, including the **California Fair Employment and Housing Act (FEHA)** and the **Americans with Disabilities Act (ADA)**. If you need reasonable accommodation during the application process or employment, please contact HEC's HR department at 916-556-3344. All employment decisions at The Health Education Council (HEC) are based on qualifications, merit, and business needs.

### **Compensation**

This is a full-time, non-exempt position (40hrs/week). Salary will be commensurate with experience and education. After 60 days of continuous full-time employment, benefits including medical, dental, and life insurance are available and after 90 days of continuous employment, vacation, sick leave, major holidays and retirement plan are available.

**Receipt of Cover Letter and Resume: E-mail resume, cover letter (please write "RE: Community Health Leader" on cover letter) and one original writing sample to:**

Health Education Council, ATTN: Philip Bensing E-mail: [apply@healthedcouncil.org](mailto:apply@healthedcouncil.org)