



HEALTH
EDUCATION
COUNCIL

Job Announcement: Health Education Council

Program Administrator—Community Safety – Full time

\$31.00-\$34.00 an hour

The Health Education Council (HEC) is dedicated to cultivating health and wellbeing 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 provides management and support to one or more large programs including management of staff and program strategy and execution. The Program Administrator supports the implementation and development of agency policies and procedures, and aids in securing funding to support HEC's programmatic priorities. The Program Administrator serves as an advocate and reinforces HEC's approach in treating violence as a public health crisis in partnership with local, regional, and national partners, elected officials, and builds strategic collaborations and relationships in alignment with HEC's goals and mission. This position will report to the Program Director of Community Safety and will serve as a member of the HEC management team.

Program Focus: Community Safety

The Program Administrator will be responsible for all aspects of implementation of HEC's Community Safety Programs.

Program Success and Growth through Collaboration

- Provide oversight and management to HEC's community safety programs including, Sacramento Youth Violence Prevention Coalition (YVPC); Safety, Health, Opportunity and Practice Program (SHOP); Live Well South Sacramento, and other related programs as assigned.
- Work closely with all partners and key stakeholders in the YVPC Collaborative, including the City of Sacramento, the Sacramento City Police Department, the Sacramento City Unified School District, Kaiser Permanente, the Sacramento County Public Health, and other community-based organizations, to advance the mission, vision and goals of the Collaborative.
- Work with the Program Director and staff to strategically build HEC's presence in addressing the intersection between youth engagement, public health, and violence prevention in the community.

- Provide linkages and integrate programmatic activities within HEC, particularly with HEC's other work in the South Sacramento, Yolo and Placer Counties.
- Stay abreast of emerging trends, research and best practices in public health, violence prevention, safety and other relevant topics.
- Attend all required funder meetings and trainings and present at local, regional, and national meetings and conferences to promote HEC's Community Safety Programs.
- Serve on relevant committees that relate to Community Safety programming priorities.

Grant Management

- Ensure compliance with contract requirements for grant-funded programs and produce required reports to funders of such programs.
- Support the identification and completion of applications for funding to support new and/or continuing programs.
- Work with the Program Director and Program Coordinators to ensure execution of all aspects of the project work plans, assuring successful completion of major program deliverables. This will include overseeing the work of a Program Coordinator, Community Health Leader, subcontractors, consultants, volunteers and/or interns.
- Write and prepare required programmatic reports.
- Support Program Director with budget monitoring, expense tracking, and grant spending.

Staff Supervision and Agency Leadership

- Supervise identified Community Safety staff, subcontractors, consultants, student interns, and/or volunteers to ensure accomplishment of all program goals and objectives.
- Monitor and document the progress and achievements of all goals and objectives of subcontractors, consultants, student interns and volunteers.
- Work with staff and Program Director to identify and provide staff development opportunities. Promote teamwork and cohesiveness through such activities as regularly scheduled program meetings in collaboration with Program Director.
- Alongside Program Director, take a lead role in developing agency-wide trauma-informed practices, equity and inclusion in decision making, and organizational culture.
- Facilitates, participates in, and identifies needs for all staff meetings quarterly, ad hoc committees, and events.
- Take a lead role and participate in all HEC wide fundraising and other special events.
- Complete other projects and tasks, as assigned by supervisor.

Qualifications:

- Bachelors level degree and/or at least 3-5 years of experience is preferred.
- Experience leading community violence prevention and/or youth engagement programs.
- Demonstrated knowledge of community health program principles, practices, and techniques.
- Demonstrated knowledge of management theory and methods and general accounting principles.
- Demonstrated knowledge of principles, practices, and techniques of interviewing, supervising and developing staff.
- Demonstrated meeting management skills.
- Demonstrated skill in oral and written communications.
- Demonstrated skill in developing and maintaining interpersonal relationships and in working with all levels of staff, volunteers, and the community.
- Demonstrated ability to simultaneously manage multiple complex projects under time pressure.

- Ability and willingness to travel and work occasionally in the evenings and on weekends.
- Demonstrated ability to collect and utilize public health and population data to initiate comprehensive public health education programs.

Compensation

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

To Apply:

Receipt of Cover Letter and Resume E-mail resume, cover letter (please write “RE:” Community Safety Administrator on cover letter and email subject line) and one original writing sample to:

Health Education Council, ATTN: Philip Bensing **E-mail: apply@healthedcouncil.org**