

Job Description

Health Education Council

Program Coordinator (Wellness Education, Housing Programs) - Full-Time (30-40 hrs/week)

Salary Range: \$23.00 - \$26.00



Health Education Council (HEC) is a non-profit organization based in South Sacramento, CA. (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. Program Coordinators play a key role in implementing this mission by leading and supporting program activities that engage diverse populations, cultures, languages, and age groups. This role ensures that services, programs, and educational efforts are delivered equitably to communities disproportionately impacted by systemic inequities.

Position Summary

Health Education Council is seeking a compassionate, community-oriented Program Coordinator to support wellness education, outreach, and resident engagement initiatives in partnership with affordable housing communities throughout Sacramento County. This position plays a key role in implementing community-based wellness programs, coordinating workshops and events, conducting resident outreach, and completing annual assessments to ensure programming is responsive to resident needs. The Program Coordinator will help connect individuals and families to resources and supportive services while building trusting relationships with residents and community partners.

In this role, the Program Coordinator will provide individualized support that may include crisis intervention, practical counseling, emotional support, cleanliness and hygiene assessments, eviction prevention education, navigation of local health and wellness services, and mental health screening or referral support, as appropriate. The position will also cultivate partnerships with neighboring organizations and service providers to align resources with community needs. Creativity and flexibility are essential in this role, as the Program Coordinator will be expected to develop and implement engaging, culturally responsive approaches that connect with diverse communities across a range of housing settings, from senior communities to family sites. This role is well suited for someone who enjoys working directly with diverse communities, building meaningful relationships, and creating opportunities that promote health, stability, and overall community well-being.

Key Responsibilities:

Community Engagement & Outreach

- Build relationships with residents across SHRA housing communities

- Conduct outreach and engagement activities to increase participation in programs and services
- Assist residents in accessing community resources, referrals, and supportive services
- Support culturally responsive and trauma-informed engagement practices

Program Coordination

- Coordinate wellness workshops, classes, office hours, and resident engagement activities
- Assist with community wellness events, resource fairs, and health education programs
- Prepare and distribute outreach materials, program supplies, and participant resources
- Coordinate schedules and communications with community partners, vendors, and SHRA staff

Documentation & Reporting

- Maintain attendance records, outreach logs, and participant tracking systems
- Support data collection, reporting requirements, and grant documentation
- Assist with monitoring program participation and community wellness outcomes

Team Collaboration

- Participate in planning meetings and collaborative partner activities
- Support the successful implementation of SHRA-funded wellness initiatives
- Work closely with HEC staff and community stakeholders to advance program goals

Program Implementation & Coordination

- Coordinates and oversees one or more projects with support from a Program Administrator or Director.
- Maintains communication with partners, staff, and stakeholders to ensure smooth project operations.
- Tracks program deliverables, monitors progress, and supports data collection and reporting.
- Ensures program compliance with grant and contract requirements and prepares materials for funder reports.
- Facilitates community workshops, presentations, and outreach events; monitors outcomes to ensure program effectiveness.
- Demonstrates strong attention to detail, accountability, facilitation, community engagement, and public speaking skills.

Supervising & Relationship Building:

- Supervises CHLs, Program Assistants, interns, and volunteers as assigned.
- Delegates tasks effectively, provides coaching and mentorship, and supports staff development.
- Assists with onboarding, orientation, and training of new program staff.
- Maintains positive working relationships with community partners, organizational staff, and stakeholders.
- Applies strong communication, collaboration, conflict resolution, and relationship-building skills.

Communication and Public Health Knowledge

- Applies public health principles and evidence-based practices to program activities and community engagement.
- Creates and supports development of educational, outreach, and promotional materials in collaboration with communications staff.
- Uses cultural competency and community feedback to inform programming and outreach strategies.
- Communicates public health information clearly to diverse audiences and supports health education activities.

Professionalism and Workload Management:

- Manages schedules, deadlines, and multiple priorities while maintaining organization and professionalism.

- Uses sound decision-making and problem-solving skills to support program goals.
- Knows when to escalate issues to supervisors during field work or outreach events.
- Maintains accurate documentation to support accountability, reporting, and compliance.
- Demonstrates strong time management, task prioritization, communication, and accountability.

Adaptability & Leadership:

- Adjusts work plans to respond to changing community needs and program priorities with supervisory input.
- Provides mentorship to junior staff and supports collaboration across programs.
- Demonstrates initiative by identifying challenges, proposing solutions, and contributing to program improvements.
- Uses leadership, strategic thinking, adaptability, and problem-solving skills to support team and program success.

Minimum Qualifications:

- Bachelor's Degree in public health, health education, nutrition, health administration, or a related field; **OR** two to three years of community-based employment may be substituted for the education requirement. Experience should reflect strong ties to vulnerable neighborhoods in the Greater Sacramento region and a meaningful understanding of community strengths, challenges, and opportunities, along with increasing responsibility over time.
- Demonstrated knowledge of community health program principles, racial equity practices, and the social determinants of health, with a strong desire to support wellness-focused change in communities most impacted by inequities.
- Passion for community engagement and outreach, with an ability to listen actively, build trust, and work collaboratively with diverse populations, including youth, parents, and older adults.
- Experience in program coordination, community outreach, and engagement; experience in case management, care planning, resource navigation, and referrals is preferred.
- Demonstrated skills in developing and maintaining strong interpersonal relationships with staff, volunteers, partners, and community members.
- Strong oral and written communication skills, including public speaking, group facilitation, and culturally responsive communication.
- Demonstrated ability to manage multiple tasks and projects while maintaining accuracy, attention to detail, and timely documentation, including data-tracking forms and reports.
- Self-motivated, dependable, flexible, and able to adapt to shifting program needs and community environments.
- Ability to work effectively in office, community, and outdoor settings, including events, workshops, and meetings.
- Willingness and ability to travel to job-related meetings, events, and program locations; ability to work occasional evenings and weekends as required.
- Comfort using Microsoft Office applications, including Outlook, PowerPoint, Word, and Excel.
- Adaptability to work from various locations—including the HEC office, partner sites, and the Mexican Consulate—based on scheduling or program needs.

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 non-exempt position, Full-Time (<30rs/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: Program Coordinator" on cover letter) and one original writing sample to:

Health Education Council, ATTN: April Lysongtseng E-mail: apply@healthedcouncil.org