

Program Director—Safe Neighborhoods and Youth Engagement

Health Education Council

COVID-19 Full Vaccination Required

The Mission of the Health Education Council is to cultivate health and well-being in under-served communities by leveraging the power of collaboration. The Health Education is a non-profit agency focused primarily on eliminating preventable causes of death resulting from the use of tobacco, poor nutrition, and lack of physical activity. HEC operates dozens of public health programs to meet the needs of diverse communities by increasing access to health-related knowledge and information (www.healthedcouncil.org).

Function

The Program Director provides overall management and direction to one or more large programs including management of staff and program budgets. The Program Director supports the implementation and development of agency policies and procedures, and aids in securing funding to support HEC's programmatic priorities. The Director serves as an advocate and implements 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 Deputy Director of Programs and Impact and will serve as a member of the HEC management team.

Program Focus: Safe Neighborhoods and Youth Engagement

The Program Director will be responsible for all aspects of implementation of HEC's Safe Neighborhood and Youth Engagement Programs.

Program Success and Growth through Collaboration

- Provide oversight and management to HEC's safe neighborhoods and youth engagement programs including, Sacramento Youth Violence Prevention (YVPC) Initiative; Safety, Health, Opportunity and Practice (SHOP) Program; Live Well South Sacramento, and Peers Helping Peers.
- 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 HEC management team 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 and Yolo County.
- 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 Safe Neighborhood's and Youth Engagement work.
- Serve on relevant boards and committees that relate to HEC's mission, goals, and programming priorities.

Grant Management

- Oversee all administrative and management aspects of project funding, including grants management, budget development and management, ensuring timely grant reports, and evaluation activities.
- Ensure compliance with contract requirements for grant-funded programs and produce required reports to funders of such programs.
- Identify and complete applications for funding to support new and/or continuing programs.
- Ensure implementation of all aspects of the project work plans, assuring successful completion of major program deliverables. This will include overseeing work of Program Administrator, Coordinator, Community Health Leader, subcontractors, consultants, volunteers and interns.
- Write and prepare required programmatic reports, briefing papers and other publications to reflect achieved deliverables and results.
- Update the HEC Board of Directors on project activities as requested.

Staff Supervision and Agency Leadership

- Supervise Safe Neighborhood staff, subcontractors, consultants, student interns, and 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 to identify and provide staff development opportunities. Contributes to the overall staff development efforts of the agency.
- Work with the Operation Director on HEC's diversity recruiting and talent acquisition strategy for all open positions
- Conduct ongoing employee evaluation as outlined in employee evaluation procedures. Contributes to the ongoing development and revision of employee evaluation procedures.
- Promote teamwork and cohesiveness through such activities as regularly scheduled program meetings.
- Take a lead role in developing agency-wide trauma-informed practices, equity and inclusion in decision making, and organizational culture.
- Identify needs for, facilitates and participates in all staff meetings quarterly, ad hoc committees, and events.
- Take a lead role and participates in all HEC wide fundraising and other special events.

Qualifications:

- Masters level degree and/or at least 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:" Safe Neighborhoods Director on cover letter and email subject line) and one original writing sample to:

Health Education Council, ATTN: Philip Bensing

E-mail: apply@healtheducouncil.org