Job Title: Health Career Pathways Coordinator

Wage: $16.00-19.00/hr. DOE.

Position: Full-Time, 12-month, Non-Exempt, and Benefit Eligible. Continuation of this position is contingent upon satisfactory performance and project funding. This is not a state or federal position.

Project Name: BHC DNATL Pathways (N4547)

Supervisor: Connie Stewart

Duties: The Health Career Pathways Coordinator works directly with the Health Career Pathways Program Leader, and reports to the Executive Director of the California Center for Rural Policy. They will be responsible for day to day activities, and “on the ground work” that leads to successful implementation of Health Career Pathways in Del Norte and Adjacent Tribal Lands.

Functions and Responsibilities:

Values:
- Hold and communicate funder and program vision for Health Career Pathways
- Uphold and advocate for values of equity and inclusion in program strategy, particularly in regard to increasing diversity in the local health workforce

Outreach & Advocacy:
- Promote, recruit and co-advising after school health career exploration clubs, such as Health Careers Club/EMS Explorers
- Connect youth, parents, and educators with health pathway resources
- Serve as a resource person and mentor for youth and those looking to enter the health workforce
- Serve as a liaison between youth interested in entering the health workforce and health related employers
- Present and advocate for Health Career Pathways at public meetings and other events, as identified
- Provide Health Career Pathways outreach to diverse populations, offering technical support for health pathway development within specific populations, where appropriate

Capacity Building:
- Take the lead role in developing relationships, and supporting teachers and educators with health pathway related programming
- Assist in building and maintaining partnerships with local health employers, elected officials, and other stakeholders to build youth opportunities such as work-based learning

Reporting, Management & Evaluation:
- Assist in management of Health Career Pathways budget and spending of funds
- Develop, assess and report on work plan progress
- Manage health-related work-based learning activities
- Provide technical assistance, organizational, and funding support where appropriate for school and community health pathway efforts

Communication:
- With technical assistance from BHC staff, develop and manage communication strategies and activities promoting Health Career Pathways, including print, radio, and social media
Research:
- Conduct research, including human centered design, to inform program strategy
- Assist in the evaluation and reporting of research related to community health and Health Career Pathways

Teamwork & Collaboration:
- Collaborate with BHC, TCE, RHS and CCRP staff where appropriate
- Assist in organization and facilitation of Health Career Pathways Design Team meetings

Qualifications
- Ability to be a self-starter, quick learner, prioritize effectively, organize workload, meet deadlines, be flexible, pay attention to detail, work independently and function effectively as part of a team
- Personal commitment to equity, justice, healthy communities, and teamwork
- Demonstrated understanding of community development, community organizing and public health and prevention-focused initiatives
- Familiarity with nonprofit sector, foundations, and philanthropy
- Excellent interpersonal and relationship building skills
- Strong oral and written communication skills
- Knowledge and competence in working with diverse, rural communities, particularly with youth, Native American, Latino, Hmong, LGBTQ+ and other populations
- Computer literacy proficiency with programs such as: the Google suite, Microsoft Office, Mac, Prezi, Outlook, photo and database systems, e-marketing programs (MailChimp) and social media management
- Bachelor’s degree in public health, social work, education, or related field. Master’s degree preferred.
- Possession of a valid California driver’s license, access to a car and current auto insurance

Physical & Mental Requirements of Job: All job functions listed above involve to a greater or lesser degree the following physical and mental demands: close vision, hearing/listening, clear complete speech, touching, finger & hand dexterity, walking, lifting, carrying, sitting; must be able to lift 25 lbs. to support community activities; complex speaking, reading, writing, clerical, perception/comprehension, exceptional judgment and decision-making skills.

Application Instructions: To apply submit 1) resume 2) letter of intent, 3) at least three professional references along with the HSU SPF Employee Information Form for Applicants to Barbara Browning at bgb21@humboldt.edu. If you have any questions regarding this position please call (707) 826-3409.

Application review date: Initial review will be March 17, 2017; open until filled.

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For assistance with the application process, please submit an Accommodation Request Form which can be found here or call the SPF Interim Compliance Support Coordinator at (707) 826-5159.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered this position within HSU SPF. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current HSU SPF employees who apply for this position.