

POSITION DESCRIPTION

Title: WeCanStopSTDsLA Project Coordinator

Job Type: Full time, 3 year limited term with possibility of extension depending on funding

Salary: Up to \$49,000 annually, depending on experience

Organization Summary

Community Health Councils (CHC) is a non-profit, community-based health education, advocacy and policy organization established in 1992 in response to the growing health and healthcare crisis. CHC's mission is to collectively build equitable systems. CHC has been on the cutting edge of public policy and program development, working to strengthen community participation and inform state and local policies that: (1) improve community health and education to achieve optimal health and healthy lifestyles; (2) ensure equitable access to quality healthcare services; (3) provide universal access to quality healthcare coverage and (4) eliminate health disparities. CHC engages members of impacted communities in program and policy development through a wide variety of community interventions and strategies as well as representation and leadership through the coalitions and collaborations convened. With a primary focus on South Los Angeles, CHC works at the local, state and national level to improve the health of under-served and marginalized communities.

WeCanStopSTDsLA Overview

WeCanStopSTDsLA is a movement that brings together people and organizations who live, work, play, serve and worship in Los Angeles County to reduce the cases of STDs among youth and young adults in our communities. WeCanStopSTDsLA was launched in 2012 in South Los Angeles by the office of Los Angeles County Supervisor Mark Ridley-Thomas under the guidance of the Department of Public Health, Division of HIV and STD Projects. It is now poised to work more closely in communities throughout the County including Antelope Valley and East LA. WeCanStopSTDsLA is led by the Community Advisory Coalition (CAC), consisting of public health officials, community members, service providers, advocates, and faith leaders, and Coachman Moore & Associates, Inc. which serves as the coalition's backbone entity. Espousing a model of social justice based in collective impact, WeCanStopSTDsLA seeks to reduce the number of STD cases by changing the narratives, systems, practices and cultures that negatively impact young people's access to and utilization of appropriate, high-quality STD prevention, testing and treatment services.

Community Health Councils, Inc., in partnership with Coachman Moore & Associates, Inc. (CMA) and Children's Hospital Los Angeles (CHLA), has received funding from the Centers for Disease Control and Prevention (CDC) to deepen and expand the work of WeCanStopSTDsLA to achieve health equity for young women (inclusive of cisgender and trans women) of color across LA County with respect to STDs. Recognizing the need to engage more young women from the community and to ensure that their lived experiences drive the process of identifying and implementing solutions, this project will engage young women via a Community Advisory Board and other means to identify sustainable interventions that will best address social determinants of health and prevent STDs in their communities.

Position Summary

Under the supervision of the WeCanStopSTDsLA Project Director, the Project Coordinator will be responsible for the planning and execution of the day-to-day activities of a project to achieve health equity for young women of color in LA County with respect to STDs. In particular, the Project Coordinator will have primary responsibility for the formation, management, and facilitation of the Project's Community Advisory Board (CAB). The Project Coordinator will

work with project partners CHC, CMA and CHLA, as well as other WeCanStopSTDsLA stakeholders, to recruit young women of color ages 18-24 and establish the CAB, provide training and support for the CAB to identify the social determinants of health driving the high rate of STDs among their peers, help them identify appropriate interventions, and work with CAB-approved partners and WeCanStopSTDsLA stakeholders to ensure implementation of those interventions. In addition, the Project Coordinator will actively promote the project through multiple channels and be responsible for collecting evaluation data from the CAB members to compile monthly progress reports.

The Project Coordinator will report directly to the WeCanStopSTDsLA Project Director, while working in close collaboration and coordination with CMA, CHLA, and existing WeCanStopSTDsLA leadership including other WeCanStopSTDsLA staff, consultants, the Community Advisory Committee (CAC) and other stakeholders. Qualified candidates must be highly skilled and experienced in strengthening the leadership of youth and young adults, particularly in underserved communities; must have an understanding of and commitment to addressing health inequities experienced by communities of color; must be skilled in navigating and maintaining effective collaborative relationships; and must be highly organized, detail-oriented and responsible to achieve project goals and objectives.

Description Of Job Duties And Responsibilities

- Responsible for day to day activities of the project, particularly as they pertain to the CAB.
- Oversee and be involved in all aspects of recruitment, support and retention of young cis and trans women of color for the CAB, as well as training and managing the CAB.
- Responsible for all logistics related to the CAB, including scheduling, preparation of materials, set up of online or in-person meetings, arranging food and interpretation as necessary, notetaking, etc.
- Work closely with CAB Specialist at CHLA and the Project Director to facilitate CAB meetings, provide training, ensure a safe and collaborative space for CAB members, and guide the CAB to develop and implement the community health assessment, action plan and intervention plans.
- Cultivate and maintain relationships with CAB members to provide support for their participation.
- Act as liaison between the CAB and community partners, under the guidance of the Project Director and in coordination with CMA leadership and participate in stakeholder and community meetings as needed.
- Assist in developing and disseminating communication strategies, and actively promote the project through multiple channels, in coordination with WeCanStopSTDsLA staff, consultants, and other stakeholders.
- Work with Project Director and WeCanStopSTDsLA leadership to ensure CAB-identified interventions are implemented as planned.
- Under the guidance of the Project Director and Evaluation Consultant, responsible for collecting and maintaining evaluation data from the CAB members.
- Compile monthly progress reports for submission to the Project Director, CMA and Evaluation Consultant.
- Perform other duties as assigned.

Required Qualifications

- At least 3 years' experience working with youth and young adults, especially in the areas of youth leadership development or youth engagement.
- Professional experience or educational background in public health preferred, with a strong preference for experience in the area of STDs, sexual and reproductive health, health inequities especially regarding women and girls.
- Working knowledge of health inequities, social determinants of health and issues related to sexual and reproductive health.

- Experience working with populations at elevated risk (e.g. people of color, young women, LGBT persons, underserved/vulnerable communities, etc.).
- Committed to advancing the values of WeCanStopSTDsLA including social justice, compassion, prevention, treatment and open communication.
- Effective group facilitation skills.
- Excellent organizational skills; detail-oriented.
- Demonstrated ability to develop and execute timelines to meet project goals.
- Excellent interpersonal and communications skills to maintain effective collaborative working relationships with youth/young adults, project partners, WeCanStopSTDsLA stakeholders, organizational representatives, and community partners.
- Strong ability to work in an environment with multiple stakeholders, priorities, interests and demands on one's time.
- Able to work remotely/virtually as well as on evenings and/or weekends as necessary to accommodate the schedules of young people.
- Graduate in relevant field a plus: public health, youth development, public administration, or related field
- Multilingual individuals encouraged to apply

TO APPLY: Please email a 1-page Cover Letter describing how your experience is a match for this position and resume to humanresources@chc-inc.org. No calls, please. Include the title of the position you are applying for in the Subject line of your email.

Community Health Councils is a non-profit, community-based advocacy, policy and educational organization. We offer a competitive salary and generous benefits including medical, dental, vision and 403b plans; vacation, sick and holiday benefits. CHC is an equal opportunity employer. Women and persons of color are encouraged to apply