



## POSITION DESCRIPTION

**Title:** WeCanStopSTDsLA Young Women of Color Project Manager

**Job Type:** 0.75 to 0.80 FTE, 3-year limited term

**Salary:** Up to \$51,000 annually, depending on experience

**Note: This Project Manager position replaces the Young Women of Color Project Director announcement, as it better aligns with project needs and internal structure.**

### **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 Programs. 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, 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 (CAB) and other means to identify sustainable interventions that will best address social determinants of health and prevent STDs in their communities.

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## **Position Summary**

The WeCanStopSTDsLA Young Women of Color Project Manager will work seamlessly with CMA to manage efforts to ensure that the CAB runs equitably and effectively integrates the voice and authentic participation of young women of color within the broader WeCanStopSTDsLA movement. The Project Manager will ensure that all activities are designed and carried out in accordance with CDC and WeCanStopSTDsLA work plans, that all program goals and objectives are met, and that the CAB runs efficiently and helps achieve strategic goals and objectives that address the social determinants of health that lead to the disproportionate rates of STDs among young women of color.

Because this project is an expansion and deepening of WeCanStopSTDsLA's current work, the Project Manager will hold a critical bridging function among current and new stakeholders. While reporting directly to CHC's Chief Transformation Officer, the Project Manager will have matrixed accountability to existing WeCanStopSTDsLA leadership led by Coachman Moore & Associates. In addition, they will work in close collaboration with other CMA staff, community stakeholders from WeCanStopSTDsLA's Community Advisory Coalition including partners at community-based organizations, public health workers, government officials, and others to ensure effective integration of the new project with WeCanStopSTDsLA's existing work. The ideal candidate will have strong skills and successful experience in coalition development and managing complex and matrixed relationships.

The Project Manager supervises one staff; manages the project budget; ensures compliance with CDC requirements; meets regularly with the leadership of WeCanStopSTDsLA and develops and cultivates relationships with organizations, elected officials, and associations working on similar issues. Qualified candidates must be highly motivated, capable of self-direction, amenable to shared leadership and able to work collaboratively in a teamwork capacity; and enjoy working with multiple demands and shifting priorities.

## **Description of Job Duties and Responsibilities**

- Oversee all aspects of the funded program, especially the CAB to ensure that young women of color are identifying social determinants of health driving the high rate of STDs affecting their peers and are informing and driving solutions in collaboration with the WeCanStopSTDsLA movement to reduce STDs.
- Coordinate the collaborative relationships among Community Health Councils, Coachman Moore & Associates, and Children's Hospital LA, as well as with WeCanStopSTDsLA staff and stakeholders.
- Ensure that the CAB reflects the population that the program is targeting (i.e. young cis and trans women of color)
- Supervise and work closely with Project Coordinator to ensure that the CAB runs equitably and efficiently and that the CAB's work is effectively integrated with and builds upon the work of the broader WeCanStopSTDsLA movement and is translated into concrete actions that further systemic change goals.
- Oversee the development of the community health assessment, action plan and intervention development.
- Ensure all goals, objectives, activities, and deliverables are carried out in accordance with the workplan and grant guidelines, specifications, timelines and budgets.
- Provide guidance, support, mentorship, training, and direct supervision to the Project Coordinator
- Cultivate and nurture strategic partnerships with organizations and key leaders to advance the project's priorities and expand WeCanStopSTDsLA's presence and influence.
- Help refine the evaluation plan; work with Coordinator to ensure all evaluation requirements are met.
- Prepare programmatic reports in accordance with CHC, CMA and CDC grant reporting requirements.

- Support fundraising activities and help secure non-financial resources to support project, as necessary.
- Perform other duties as assigned.

### **Required Qualifications**

- At least 3-5 years of project management experience with federal, state or foundation funded public health or related projects.
- At least 5 years' experience working on Social Determinants of Health and/or women's issues with communities of color. Experience and/or strong working knowledge of STDs, sexual/reproductive health, women's health and/or health equity-
- Demonstrated ability to manage financial, organizational and staff resources.
- Committed to advancing the values of WeCanStopSTDsLA including social justice, compassion, prevention, treatment and open communication.
- Highly effective working within a team environment that shares leadership and supports team cohesion and effectiveness.
- Demonstrated ability to manage and function effectively in complex, highly matrixed relationships.
- Demonstrated excellent planning, organizational and analytical skills; ability to make sound business decisions using good judgment; innovative and creative problem-solver.
- Able to take initiative and work with independently minimum supervision.
- Experience working in underserved and communities at elevated risk, and able to engage effectively with diverse communities and stakeholders.
- Strong ability to forge effective working relationships with people at all levels inside and outside the organization; advanced written, verbal, interpersonal communications, active listening and civic acumen skills.
- Able to work remotely/virtually as well as on evenings and/or weekends as necessary to accommodate the schedules of young people.
- Graduate degree in relevant field preferred: public health, social work, public administration, urban planning, or another related field.

**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](mailto:humanresources@chc-inc.org). Open until filled. 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*