

Organization:	Springboard HealthLab
Position:	Program Coordinator, Workforce Development Programs
Salary:	\$ 60,000
FTE:	Full-time
Deadline:	Open until filled.

Position Overview

The Program Coordinator will work across two San Francisco Department of Public Health workforce development programs run by Springboard Health Lab, The Academy and the Community Health Leadership Initiative (CHLI), centering people with lived experience and community health workers new to the field.

The Community Health Leadership Initiative (CHLI) aims to develop and sustain a highly skilled sexual and drug user health workforce, cross-trained in HIV, HCV, and STIs, that reflects the populations served, has low turnover rates, and is valued and supported.

The Academy is a training program that provides free health education offered in Spanish and English and is designed for people with lived experience who are entering the workforce and for community health workers. The Academy training program focuses on sexual health and drug user health curriculum, with a major focus on health equity. The Academy partners with SFDPH Learning Management System (LearnSFDPH) and supports developing and curating high-quality training for the LearnSFDPH website.

The coordinator will support the Academy Program Manager and Director of Community Health Leadership Initiative Workforce Development Programs in the day-to-day operations of the programs. The coordinator will be responsible for the communications and general workforce development support for program participants with lived experience who want to enter the field. The Coordinator will support the creation of a monthly newsletter that centralizes the communication of workforce development efforts and training, and will also coordinate events for folks interested in entering the field. The Program Coordinator will also partner with the CHLI Director to oversee the logistics and planning of the CHLI Training and Mentorship Program, a 12-week sexual and drug user health workforce development pathway program.

The Program Coordinator will work closely with the Academy Program Manager and the Community Health Leadership (CHLI) Director and will report to the CHLI Director.

Job Description

Overall

- Supporting the general logistics of both workforce development programs
- Supporting the planning of cohort training schedules and also standalone training sessions
- Manage prompt and effective communication with people with lived experience who are interested in entering the workforce by navigating them to workforce development programs, training and opportunities that supports their needs
- Oversee events for the community of people who have been through the CHLI Training and Mentorship Program to provide post-program support, navigation, linkage to opportunities and host regular networking opportunities
- Attend regular team meetings with the CHLI/ Academy Team to discuss plans and progress
- Create relationships with providers in the workforce development sector to support the creation of a monthly newsletter to coordinate communications about The Academy training, LearnSFDPH, and partner training and workforce development programs
- Support the evaluation component of both programs
- Exercise sound judgment in navigating multi-stakeholder partnerships, reconciling competing priorities, and managing difficult conversations
- Apply health equity principles and an antiracist lens
- Maintain positive working relationships and effective communications with the funder (SFDPH) and other stakeholders
- Work closely with the CHLI Director, CHLI Team and Academy Program Manager to complete tasks as assigned and support the implementation of other new projects as opportunities arise

Partnerships and Coordination

- Develop new and innovative partnerships both in the HIV/HCV/STI and drug-user health sector to gain quality content for the newsletter and to build relationship with trainers in the field

Skills and Experience

Required Skills and Experience

- Recognizing that talent does not always depend on academic degrees or years of experience, we have no minimum qualifications in these areas. However, this is not an entry-level position, and requires proficiency in complex program management.
- Experience working in or with the HIV/HCV/STI and drug-user health sector in San Francisco
- People with lived experience are encourage to apply
- Self-starter with an entrepreneurial or growth mindset
- Outstanding ability to cultivate and nurture relationships and partnerships
- Strong project coordination skills, with an ability to multi-task and be flexible in the face of competing priorities
- Ability to recognize opportunities when they present themselves and leverage them to support program goals
- Excellent communication and presentation skills, both written and oral, with the ability to craft clear and persuasive communications strategies for specific audiences.
- Ability to analyze a situation/context and propose strategic approaches and solutions
- Well-versed in health equity principles
- Ability to move work forward independently, with general guidance
- Proficient with MS Office applications (Word, Excel, PowerPoint) and web-or app-based communication platforms (e.g., Zoom, Slack), and comfortable learning new technology

Desired Skills and Experience

- Bilingual (English/ Spanish) preferred but not required
- Experience in the workforce development arena preferred

- Experience working for or with a health department and/or a community-based organization

Additional Information

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- Springboard HealthLab (springboardhealthlab.org) is a virtual workplace with no physical office. All of our staff work from their homes, but we work hard to foster a remote supportive team environment.
 - Our mission is to be an incubator for fledgling programs and projects that need a temporary home where they can be developed and nurtured.
 - Funding for this position is guaranteed through June 2024.
 - Springboard HealthLab offers a benefits package with health, dental, and vision insurance, paid vacation and sick time, 11 paid holidays, long-term disability insurance, and more.

Application Instructions

People of color and people with lived expertise in communities affected by health inequities are strongly encouraged to apply. We value the unique experiences, strengths, and perspectives that the applicant will bring to this position. Therefore, we will take into account not just academic training but also real work and life experience, engaging in a holistic review of each applicant's personal and professional experience, skills, and values.

Please submit the following to Katie Faulkner, CHLI Director at apply@springboardhealthlab.org:

- Cover letter addressing the following:
 - Explain what specifically interests you about the position
 - Highlight a few unique qualities or assets that you would bring to the position
- Resume/CV
- Three references with contact information (current or former supervisors or co-workers, professors or teachers, or other professional references welcome) - note: references will not be contacted without candidate's knowledge