



JOB POSTING

BUILDING HEALTHY COMMUNITIES HUB
ACTION COUNCIL OF MONTEREY COUNTY, INC.

Job Title: BHC Collaborative Manager	Commitment: Full-time
Revision date: Feb 2018	FLSA: Salary, Exempt

PROJECT BACKGROUND & DESCRIPTION

Building Healthy Communities (BHC) is a 10 – year initiative of The California Endowment that cultivates assets in communities to achieve equitable outcomes in life and health for all residents. East Salinas is one of fourteen California place-based sites within BHC that is looking at values and practice changes across systems and institutions (e.g., schools, health care, land use, justice system) and supporting community leadership to redefine health and identify solutions that are relevant to East Salinas. BHC supports the design of communities that are safe and health promoting to realize a healthy and economically vibrant community.

East Salinas BHC (ESBHC) Collaborative is supporting local efforts to engage and develop the leadership capacity of community residents and systems to achieve equitable outcomes in health, education and economic opportunity for all people. ESBHC has a distinguished track record of facilitating community engagement opportunities and incorporating community voice into policies and decisions that impact their lives. The principle driver of this work is centering of residents as assets and key stakeholders not just as recipients of services. ESBHC partners are engaging community-based organizing, supporting resident leadership and development, and developing effective community engagement and outreach strategies that are healing-informed and culturally rooted and through a health and racial equity framework.

POSITION OVERVIEW

Under the general supervision of the ESBHC Regional Equity Director, and in collaboration with the ESBHC Policy Director, the BHC Collaborative Manager (CM) ensures that East Salinas residents have a voice and leadership in addressing equity issues related to health, economic development, housing, education and public policy in the region. The CM is committed to effectively engage multiple partners to advance a racial equity framework with policy or systems change outcomes, and assumes a high level of responsibility for connecting people from diverse constituency groups within the community, as well as across the BHC network.

The CM is the lead staff person responsible for supporting and facilitating the Hub’s collaborative work and operations, and has high-level skills and experience in project management, group facilitation, community organizing and development, conflict resolution, and understanding of data collection and research. The CM will also be experienced as an operations manager, including resource development and grant proposal writing, developing and tracking budgets, managing facilities, personnel and other related administrative tasks. The CM will be the primary point of contact for grants and other overall logistical and organizing communications with TCE, in coordination with the Regional Equity Director, who will be the primary TCE contact for the countywide racial equity strategy, and with the Policy Director. The CM will be responsible for assuring all members of the BHC Collaborative receive TCE communications and guidance. The CM will hire, train and supervise other supporting staff, including action team leads/organizers, program assistant and communications manager.

PRIMARY JOB FUNCTIONS

1. Coordinate and facilitate the growth and evolution of all Action Teams and the team leads, in partnership with the Policy and Equity Directors
2. Cultivate working relationships among government agency staff, elected officials, residents, and any other relevant stakeholders in the community
3. Support the Leadership Academy in coordination with the Organizing Coach
4. Facilitate and coordinate community capacity building on racial equity leadership, advocacy and strategy
5. Support the coordination and communication among and between collaboratives, resident leaders and systems leaders in the racial equity policies and practices
6. Conduct on-going research and analysis of local, statewide, and national policies impacting ESBHC priority issues
7. Coordinate resource development strategies for the Hub, including proposal writing in collaboration with the Executive Director, Policy Director and Regional Equity Director

REQUIREMENTS

- 2+ years of experience managing office operations, including budgets, and supporting/supervising staff
- 1+ years of experience facilitating meetings and/or workshops using collaborative and participatory methods
- 1+ years of experience managing projects and grants
- 1+ years working with community members and with systems leaders
- Some knowledge of or experience in resource development, particularly public and private grants
- Active knowledge and interest in public policy

SKILLS/ABILITIES

- Bilingual English and Spanish
- Basic computer skills (Microsoft Office, Google Applications, social media (FB, twitter, Instagram))
- Ability to create, maintain and track one or more budgets (at a time) and develop budget narratives.
- Grant proposal writing and reporting
- Ability to gather, interpret and organize data and prepare comprehensive written reports.
- Ability to manage multiple tasks and projects
- Flexibility of schedule, ability to work some nights and weekends
- Ability to create and foster a supportive learning environment
- Creative thinker and problem-solver who is also open to the insight of others
- Friendly communications skills in person and over phone
- Comfortable and skilled at facilitating difficult conversations and managing conflict
- Active listening skills, including the ability to summarize or articulate key points
- Ability to give, receive and incorporate constructive feedback
- Ability to translate complex information to diverse audiences
- A willingness to deepen healing informed practices

PHYSICAL DEMANDS

- The employee should be able to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.
- Able to lift 30-pound box and carry it 100 feet; push a hand truck/ dolly with a load of 150 pounds a distance of 100 yards; and access items on shelves in files located 0 to 60 inches above the floor.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.

Benefits: Benefits include Medical, Dental, and Vision. We also provide competitive vacation, sick leave, and paid holidays. Benefits are available when employee completes introductory period and meets eligibility.

How to Apply: Please submit a cover letter, resume and names with contact information of 3 job references to bhcprogram@actioncouncil.org

Application deadline: Until filled.