

## **STREET LEVEL HEALTH PROJECT**

**Title:** Outreach and Recovery Coalition Program Manager

Hours: 40 hours per week - Exempt Position

**Organization:** Street Level Health Project is an Oakland-based non-profit organization dedicated to improving the health and well-being of underserved, urban, immigrant communities in the Bay Area. We prioritize a holistic health framework that provides direct services to empower low-wage workers to access and advocate for resources that strengthen communities.

**Outreach Program:** In collaboration with Alameda County Health Care Services agency, SLHP has been tasked with providing targeted community outreach and health education to residents of Frutivale and surrounding zip codes, primarily with newly immigrated, low wage workers, day laborers with an emphasis on the Mam community. SLHP will coordinate with ACPHD and coalition members on developing and disseminating public health messages for the target population focused on COVID-19 containment strategies such as masking requirements, contact tracing, and testing. SLHP will also be responsible for disseminating messages through a variety of platforms including, but not limited to, social media, physical collateral, health education events. The coalition is also tasked with providing vaccines and testing via mobile service events.

### ***Coalition and Event Management***

- The primary role of the program manager is to coordinate coalition collaboration efforts, as well as SLHP's Covid response activities with the Outreach and Recovery Coordinator. This would include and is not limited to:
  - Calendering and facilitation of coalition meetings
  - Management of vaccine event and outreach schedule
  - Data collection from coalition partners to be submitted to the County grant manager (frequency of data reporting is to be determined)
  - Budget adherence of line items as identified by the Associate Director.

### ***Program Administration***

- Collaborate with the Executive Director and Associate Director in advocating for community identified needs at the city and county level.
- Attend advocacy meetings with appropriate partners as a representative of SLHP and the Coalition, partnerships may include the Public Health Department, FQHCs or County of Alameda Departments.

### ***Organizational Support***

- Attend and participate in weekly staff meetings and monthly program meetings.
- Help with organizational events as needed (e.g. community events, volunteer recruitment fairs, quarterly outreach and health screenings in conjunction with HAP, IRE and W&P. etc.)
- Participate in organizational visioning, planning, decision-making (e.g. strategic planning process)

### **Required Skills and Qualifications:**

- This position requires **bilingual fluency** in Spanish and English, with strong oral and written communication skills.
- Minimum 3 years of experience providing services and advocating for low-income undocumented immigrants, trauma impacted, limited literacy, substance addicted communities.
- Excellent communication, mediation and group discussion skills.
- Flexibility, adaptability and creative problem-solving approach.
- Strong desire and ability to work collaboratively.
- High level of self-direction, with an ability to multitask and prioritize demands effectively and quickly.
- Proficiency with Microsoft Office and Google Suite.
- Knowledge of Alameda County resources, community organizations, and health systems

### **Skills and Experience Preferred:**

- Trilingual Mam, Spanish and English fluency is preferred but not required.
- Expertise in Microsoft Excel, SPSS, EMR systems is highly desired.
- Experience in non-traditional and open community center work settings.
- Experience with Salesforce database management, data analysis and reporting.

**Salary and Benefits:** This is a full time , exempt position, the base compensation rate for this position is \$52,000/yr. Full Benefits (vision, dental, health) accrual of 2 weeks of vacation/sick per year , and an addition of 2 weeks paid time off during December closure (after a year of employment).

*Street Level Health Project (SLHP) is an equal opportunity and affirmative action employer, and*

*does not discriminate on the basis of race, color, religion, sex, sexual orientation, ancestry, national origin, marital status, age, disability, gender, identity, HIV status and any other characteristic protected by local, state, or federal law, in any of its relationships with employees or employment applicants.*

**How to Apply:** Please submit a cover letter detailing related experience and resume to [jobs@streetlevelhealthproject.org](mailto:jobs@streetlevelhealthproject.org). Note job title in the email subject. Applications without cover letters will not be considered. This position will remain open until filled.