



Together for Better Health

Position Title: Project Coordinator

The Community Clinic Consortium is a regional association of community health centers that provides support to member health centers in the areas of policy and advocacy, community outreach and patient enrollment, work force, and data analysis, in addition to other training and technical assistance provided to member clinics. The Community Clinic Consortium provides representation and support to 5 community health centers in Contra Costa and Solano counties.

Position Summary:

The Project Coordinator works with the Executive Director and staff to support all aspects of the Consortium's policy and advocacy, community outreach, patient enrollment, work force, and data analysis work. The Project Coordinator will play a key role in representing our member clinics in a variety of local coalitions, leading the Consortium's workforce development activities, and supporting opportunities for our member clinics to engage in implementation of federal, state and local healthcare reform efforts. The successful candidate will have excellent written and oral communication skills, a self-starting work ethic, and a strong commitment to the health and well-being of every member of our community, especially low-income people of color. Experience applying for and reporting on grants favorably considered. The successful candidate will also have familiarity with Consortium programs and activities described on our website (www.clinicconsortium.org).

Position Responsibilities:

- Support the collection and analysis of local healthcare data, from multiple healthcare systems, to validate potential impacts of newly implemented programs.
- Direct Consortium's East Bay AHEC activities in both counties in order to increase opportunities for health professions education, internships, and pipeline programs for public health and clinical students of all ages.
- Facilitate and participate in coalitions of diverse stakeholders to support health center workforce development efforts.
- Identify opportunities to strengthen and expand workforce development resources/support provided to member health centers.
- Support the provision of training and technical assistance provided to member health centers and relevant community partners, including the provision of trainings on navigating the local health system.
- Represent and advocate for our member clinics and their patient populations at a wide variety of state and local coalitions (including frequent travel throughout both Contra Costa and Solano Counties, and some out-of-town travel).
- Establish and maintain excellent working relationships with staff at member clinics, county health departments, and partner organizations.
- Provide support with identify and cultivating new funding opportunities that advance the Consortium's mission, strategic objectives, and overall organizational impact.
- Provide support with grant management, including monitoring progress of grants, providing updates at staff meetings, supporting submission of reports, and supporting development of applications
- Other projects as assigned

Required Skills and Experience:

- Proactive use of data: identifying need, gathering, analyzing, reporting
- 2+ years of experience organizing and facilitating meetings, training workshops, and conferences
- Excellent oral and written communication skills
- Experience applying for and reporting on grants



- Ability to work professionally and collaboratively to establish positive relationships with diverse populations
- Familiarity with provisions of the Affordable Care Act
- Familiarity with health systems and health care safety net issues
- Interest in underserved populations (e.g., low-income, minority, immigrant populations)
- Competency in Internet research and Microsoft Office applications (Word, PowerPoint, Publisher, and Excel)

Desired Skills and Experience:

- Bilingual Spanish speaker
- Knowledge of or experience with community health centers
- Knowledge of primary care workforce issues and existing solutions/strategies; experience with supporting implementation of primary care rotations or residency programs a plus
- Familiarity with developing/monitoring grant budgets
- Strategic thinking skills
- Ability to build consensus among diverse partners
- Complex and detailed program implementation experience
- Sound administrative/procedural decision making and judgment

Required Education/License(s):

- Bachelor's Degree in related field (Community Health, Public Health, Health Administration); Master's degree a plus
- Valid California Driver's License

Salary and Benefits:

This position is an at-will, full-time, 40-hour weekly position with a salary in the range of \$50,000 - \$60,000. Benefits package includes 12 paid holidays, 2 weeks vacation, and 12 days of sick leave per year, accrued hourly. Benefits also include health, vision, dental and long-term disability insurance and an employer-contribution retirement plan after the first full year of employment. The Consortium is an Equal Opportunity Employer.