



Together for Better Health

Position Title: Project Coordinator

The Community Clinic Consortium (the Consortium) is a regional association of community health center's that provides support to member health centers in the areas of policy and advocacy, community outreach and patient enrollment, work force, quality improvement and other training and technical assistance to member clinics. The Consortium's member health centers operate over 27 sites throughout Contra Costa and Solano counties that serve over 150,000 patients annually.

Position Summary:

The Project Coordinator will play a key support role to advance the Consortium's work with member organizations and various community partners. The successful candidate will represent members in local coalitions, and support opportunities for member to engage in the state's implementation of federal healthcare reform including: Medi-Cal expansion and the Health Benefits Exchange. The successful candidate will have strong and demonstrated multi-media communication skills and develop materials that articulate the value of the organization and member health centers. They will have excellent written and oral skills, demonstrate the ability to be a self-starter and have strong work ethic. The successful candidate will also possess 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 should be familiar with the Consortium's programs and activities as described on our website (www.clinicconsortium.org).

Position Responsibilities:

- Provide assistance to member health centers to strengthen enrollment, retention, and utilization for patients eligible for Medi-Cal and Covered California through providing technical assistance, developing policies, and strengthening partnerships between health centers and county health departments
- Represent and advocate for member health centers 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)
- Support the delivery 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
- Cultivate and maintain excellent working relationships with staff at member health centers, county health departments, and partner organizations
- Produce effective messaging and materials to support communication efforts to enhance the Consortium's visibility and advance its mission and goals
- Identify and develop innovative and effective communication materials to enhance the Consortium's visibility using a variety of media platforms and tools, including Facebook, Twitter, and the quarterly e-newsletter
- Support research and analysis of health policies (local, state, and federal) and their potential impact on member health centers
- Research, analyze, and develop advocacy material for various audiences
- Provide support with grants management in order to meet project timelines, budget constraints, and performance goals
- Other projects as assigned

**Required Skills and Experience:**

- 2+ years of experience organizing and conducting meetings, training workshops, and conferences
- Excellent oral and written communication skills
- Proficient with on-line social media communication tools
- Ability to work professionally and collaboratively to establish positive relationships with diverse populations
- Familiarity with provisions of the Affordable Care Act – in particular those related to Medi-Cal expansion
- Experience with health services and health care safety net issues preferred
- Knowledge of Medi-Cal enrollment process and eligibility preferred
- Interest in underserved populations (e.g., low-income, minority populations, immigrant populations)
- Proactive use of data: identifying need, gathering, analyzing, reporting
- 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
- Community Organizing
- Strategic thinking skills
- Ability to build consensus among diverse partners
- Group facilitation
- Understanding of grant funded programs
- Complex and detailed program implementation experience
- Sound administrative/procedural decisions and judgments

Required Education/License(s):

- Bachelors Degree in related field (Community Health, Public Health, Health Administration)
- Valid California Driver's License

Salary and Benefits:

This position is an at-will, full-time, exempt 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 medical, vision, dental, life, and disability insurance and an employer-contribution retirement plan after the first full year of employment. The Consortium is an Equal Opportunity Employer.

The intent of this job description is to provide a summary of the major duties and responsibilities of this position, and shall not be considered as a detailed description of all the work requirements that may be inherent in the position. This position requires the employee to customarily and regularly exercise discretion and independent judgment.