



## **Program Coordinator – FTR042018**

### **Agency Description**

San Francisco Community Health Center (formerly known as API Wellness) is a federally qualified health center that provides culturally competent, high quality medical care, health services, education, and outreach. We transform lives by advancing health, wellness and equality. We strengthen the well-being of and lead underserved communities—of all races, ethnicities, gender identities, sexual orientations, and immigration statuses— toward justice and health. Founded in 1987 as an all-volunteer, community-based response to the AIDS crisis in communities of color, we are an anchor-organization for San Francisco’s Tenderloin neighborhood, and we also lead regional, statewide, and national programming. We believe that everyone deserves to be healthy and needs access to the highest quality health care.

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### **Position Description:**

The goal of the Healthy Bay Area Futures Program is to reduce tobacco-related health disparities in the LGBTQ community through increased availability of tobacco cessation resources delivered by culturally competent providers. The Program Coordinator works directly with the Program Manager, stakeholders and technical experts to design an innovative and evidence based tobacco cessation treatment and referral protocol for providers and implementing the program in local FQHCs and health organizations that serve the LGBTQ community.

### **Essential Functions:**

- Work closely with the Program Manager to Review ensure program deliverables are being met
- Coordinate all aspects of the program activities and interventions
- Work with Program Manager to develop a tobacco cessation and referral health provider protocol that includes best practices
- Work with manager to develop training presentation materials and support the implementation at provider sites
- Outreach and build relationships with new partners, provider sites, experts and potential coalition members
- Be in contact with the California Tobacco Control Program, the seven Local Lead Agencies in the San Francisco Bay Area, the Tobacco Education Clearinghouse of California, and the Statewide LGBTQ Coordinating Center
- Recruit and maintain members to form a diverse Bay Area LGBTQ Tobacco Policy Coalition
- Collaborate with key experts, administrators and stakeholders, including coalition members, the Center for Tobacco Cessation, and the LOOP to develop a tobacco cessation and referral health provider training program
- Participate in strategic planning sessions, coalition meetings, workshops and attend similar activities as an agency representative

- Work with Program Manager to develop palm cards, educational materials and training material
- Create and maintain a listserv of 30-60 contacts
- Provide trainings for youth and adult LGBTQ community and coalition members and advocates regarding topics such as: flavored tobacco and tobacco industry targeting of the LGBTQ community, flavored tobacco/menthol cigarette talking points, and spokesperson techniques for public speaking
- Provide training and technical assistance to providers and policy makers on LGBTQ-specific smoking cessation issues and treatment
- Regularly participate in conference calls, webinars, and trainings regarding flavored tobacco and menthol cigarettes hosted by California Tobacco Control Program (CTCP), California Youth Advocacy Network, and The LOOP
- Work with collaborating partners and agencies to ensure strong partnerships are maintained
- Assists with other administrative duties as needed

### **Minimum Qualifications:**

- Bachelor's degree in health or related field
- Experience with implementing change within health care systems
- Familiarity with issues faced by the transgender community
- Experience implementing new programs
- Ability to travel locally across the region
- At least two years' experience supervising and leading teams
- Significant experience managing collaborative relationships and partnerships
- Demonstrated experience community organizing and mobilizing communities for action
- Strong written and verbal communication skills
- Strong organization skills
- Self-directed, motivated and flexible with the ability to work independently and as part of a team
- Proficiency in Microsoft Office Programs

### **Preferred Qualifications**

- Master's degree in health or related field
- Bilingual and bicultural

### **Location:**

- San Francisco, CA

TO APPLY: ONLY applications submitted through our online database will be considered. Please include both your cover letter and resume when prompted to insert your resume in the database here:

<https://home.eease.com/recruit/?id=15649361>

*We offer a comprehensive compensation and benefits package which includes: medical, dental and vision insurance, generous vacation, sick leave and holidays, one-month sabbatical, 403(b) with employer match, flexible work schedule, flex spending account, life insurance, long-term disability, professional development opportunities and more! (Benefits guidelines and eligibility vary based on tenure, employment status and FTE, among other factors.)*

*San Francisco Community Health Center (formerly known as API Wellness) is an equal opportunity employer committed to identifying and developing the skills and leadership of people from diverse backgrounds. San Francisco Community Health Center (formerly known as API Wellness) does not discriminate on the basis of age, ancestry, citizenship status, color, creed, disability status, gender identity, HIV status, marital status, medical condition, genetic information, national origin, pregnancy, race, religion, sex, sexual orientation, veteran status, or any other legally protected class.*

*Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records*