

# JOIN OUR TEAM!

The California Pan-Ethnic Health Network (CPEHN) is seeking a full time Community Advocacy Associate to support our local partners. The Community Advocacy Associate will coordinate logistics of external events and meetings including: calendaring weekly/monthly network meetings, taking and sending meeting notes, tracking engagement and other metrics, and other network meeting support. Additionally, this position will support CPEHN's organizational evaluation including surveying our local partners. **This position may be based anywhere in California.** CPEHN maintains physical offices in Oakland and Sacramento.

CPEHN is a statewide health advocacy organization focused on addressing racial and ethnic health disparities. The Communications Associate will work closely with the Community Advocacy Managers to support CPEHN's networks and grassroots partners. Currently CPEHN supports several networks and coalitions on a variety of issues. Some of CPEHN's coalitions and networks include:

- Behavioral Health Equity Collaborative -- BHEC brings together state and local organizations that represent different communities of color—BIPOC, immigrant, refugee, youth, and LGBTQ+ communities—and mobilizes them to collectively advocate for increased investments in quality mental health services.
- California Oral Health Progress and Equity Network -- CA-OPEN brings together a diverse network of members and unites them around a shared vision and purpose—championing oral health equity
- Having Our Say -- HOS brings together over 40 member organizations, including grassroots community organizations, health care clinics and providers, and advocates to fight for health equity and racial justice.

We are looking for someone to join our team who is passionate about health equity and has experience in **scheduling and planning** external calls and meetings and providing **general administrative support**. Our ideal candidate is someone who demonstrates strong attention to detail, exhibits passion for **uplifting California's communities of color**, and has experience working with **local partners**. This is a unique opportunity for someone looking to grow their skills as a part of a team working to promote health equity for California's communities of color.

## Essential Skills:

- Strong attention to detail
- Ability to manage multiple tasks at once
- Strong problem-solving skills
- Experience scheduling, managing electronic files, and other administrative tasks (including notetaking, etc.)
- Desire to build and grow facilitation skills
- Ability to conduct effective surveys using tools like Survey Monkey or Google Forms
- Cultural humility and ability to understand issues impacting all communities of color

## Required Qualifications:

- 1-2 years of administrative support including note taking and event and meeting planning experience (including coursework and internships)
- 1-2 years of experience working with grassroots community organizations

## Compensation and Benefits:

\$47,750 – \$52,500 (DOE). Excellent benefits (100% employer paid health and dental insurance, retirement plan contributions, sabbatical leave, and more). CPEHN provides all employees with professional development funds to grow and hone skills relevant to their work.

## To Apply:

Submit your application in a single PDF document to [jobs@cpehn.org](mailto:jobs@cpehn.org), subject: Community Advocacy Associate Application. Please include:

- Cover letter
- Resume
- 1 writing sample (no longer than 2 pages).

*CPEHN is an equal opportunity employer and is committed to identifying and developing the skills and leadership of people from diverse backgrounds. Bilingual individuals are encouraged to apply.*

**CPEHN Values: Integrity | Equity | Collaboration | Commitment**