

JOIN OUR TEAM!

The California Pan-Ethnic Health Network (CPEHN) is seeking a full-time Policy Coordinator who will conduct policy research, analysis and advocacy related to public health focused on addressing the social and systemic determinants of health and health inequalities. Additionally, this position is responsible for supporting CPEHN's public health community partner networks. This includes providing technical support, capacity building, overall programmatic support, developing partner relationships, and planning and supporting meetings and events. **This position may be based anywhere in California.** CPEHN maintains physical offices in Oakland and Sacramento. CPEHN has a mandatory up-to-date COVID-19 vaccination policy.

CPEHN is a statewide health policy organization focused on addressing racial and ethnic health disparities. CPEHN works closely with communities of color across the state to elevate local voices and health issues to state and local policymakers and help communities of color advance policy change and structural reform that creates equitable conditions for their communities.

We are looking for someone to join our team who is passionate about health equity and has a background in **public health policy analysis and research** and experience working with **community partners**. Our ideal candidate is someone who thrives working in a collaborative environment and has experience **with data analysis**. This is a unique opportunity for a seasoned advocate to apply their skills and be a part of a fantastic team working to improve health equity in communities of color in California.

Essential Skills:

- Experience conducting policy research and analysis with a racial and health equity lens
- Experience working with community partners to support policy advocacy
- Ability to manage multiple tasks at once
- Strong writing skills including proofreading and editing
- Experience scheduling, managing electronic files, and other administrative tasks
- Event management experience, especially virtual logistics (Zoom, creating programs and agendas, outreach and relationship management with speakers)
- Cultural humility and ability to understand issues impacting all communities of color

Required Qualifications:

- 2-3 years of professional experience in the field of public health, social work, public policy, health equity, community health education, or related fields required.
- 2-3 years of professional or lived experience focused on addressing or advocating on the health and social issues that impact historically oppressed or disadvantaged communities
- At least 1 year working with a community-based non-profit organization

Compensation and Benefits:

\$62,500 –\$65,000 (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, subject: Policy Coordinator 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