

JOIN OUR TEAM!

The California Pan-Ethnic Health Network (CPEHN) is seeking a full-time Development Associate. The Development Associate will support CPEHN's grants, operations, and executive leadership. This includes writing and coordinating grant proposals and reports, coordinating meeting logistics, notetaking, and executive scheduling and support. The Development Associate will also support CPEHN's organizational evaluation including compiling and summarizing survey results.

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 advocacy organization focused on addressing racial and ethnic health disparities.

We are looking for someone to join our team who is passionate about health equity and has **strong writing and proofreading** skills, is comfortable with **technology**, and is a strong **team-player**. Our ideal candidate is someone who demonstrates **open communication**, exhibits **strong organization and follow-through**, and has skills in **project management**. This is a unique opportunity for an administrative professional 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

- Strong writing skills including proofreading and editing. Grant experience preferred.
- Strong interpersonal skills to work collaboratively, effectively, and professionally with diverse staff, Board, constituents, and stakeholders.
- Experience scheduling, managing electronic files, and other administrative tasks (including notetaking, etc.).
- Experience managing projects.
- Strong experience with general office technology
 - Required: Microsoft Office Suite (Outlook, Word, Excel, PowerPoint) and Adobe Acrobat.
 - Preferred: Box, Slack, Zoom, Trello, Neon
- Ability to coordinate within and across teams and offices.
- Ability to prioritize multiple assignments and meet conflicting deadlines within a dynamic environment.
- Able to work in a fast-paced environment.
- Cultural humility and ability to understand issues impacting all communities of color.

Required Qualifications

- 1-2 years of demonstrated success in a similar position, preference for non-profit experience.

Compensation and Benefits

\$51,750 – \$56,500 (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 ONE PDF document including a cover letter, resume, and a writing sample (no longer than 2 pages). Submit complete applications to: jobs@cpehn.org, subject: Development Associate.

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