



## Job Announcement Community Engagement Manager

### Organizational Background

The California Pan-Ethnic Health Network (CPEHN) is a multicultural health policy organization dedicated to improving the health of communities of color in California. CPEHN's mission is to improve access to health care and eliminate health disparities by advocating for public policies and sufficient resources to address the health needs of communities of color. We gather the strength of communities of color to build a united and powerful voice in health advocacy. To find out more about CPEHN go to [www.cpehn.org](http://www.cpehn.org).

### Position Summary

**CPEHN is looking for one full-time Community Engagement Managers, based in Oakland, Sacramento, or Los Angeles.** The Community Engagement Manager is responsible for developing and implementing outreach, advocacy, and mobilization strategies to support CPEHN's policy agenda. The manager works with CPEHN staff to implement community advocacy partnerships and projects. The Community Engagement Manager will be an integral part of CPEHN's community advocacy work throughout California, and will play a leadership role in CPEHN's goal of improving mental health care for California's communities of color and LGBTQ+ communities. This position reports to CPEHN's Community Advocacy Director and works closely with CPEHN's Deputy Director and Communications Manager.

### Key Responsibilities include

#### *Project Management*

- Successfully manage and execute large, externally facing CPEHN projects related to mental health and health care.
- Manage staff and subcontractors through appropriate delegation, monitoring work, documenting success and outcomes, and identify solutions to barriers or challenges.
- Build and maintain relationships with CPEHN's partners, including community-based organizations, statewide advocacy organizations, providers, researchers, funders, and others.
- Develop written reports on timely and relevant progress to CPEHN management, funders, and key partners.
- Manage events and other project deliverables through appropriating planning, staffing, communication, and outreach to various audiences, including community partners, researchers, statewide advocacy partners and providers.
- Manage project budgets.

#### *Community Engagement*

- Build and maintain relationships with CPEHN constituency groups, primarily communities of color.
- Develop opportunities for community-based organizations to participate in policymaking.
- Facilitate and provide support to meetings, via conference call and in-person, to engage and support partner organizations.
- Manage and execute events, including listening sessions, convenings, and conferences.

- Provide technical assistance and capacity building to community-based organizations on state and local policy advocacy, particularly related to mental and oral health.
- Conduct advocacy with local, state, and federal policymakers.

### ***Communications***

- Coordinate closely with the Communications Manager on related activities.
- Develop internal and external communications and materials.
- Develop and implement communications and media strategies highlighting policies and stories from the perspectives of communities of color in the areas of mental/oral health.
- Facilitate technical assistance and capacity building related to communications and media for community-based organizations.
- Develop outreach and educational materials related to the importance of mental and oral health to communities of color.
- Work with CPEHN's policy team to develop fact sheets and other materials relevant to CPEHN partners and the impact of key policy issues.
- Effectively disseminate materials to community partners, policymakers, and others.

### ***Other***

- Work with CPEHN's policy team to assess critical state policies and impact on communities of color.
- Participate in local, state, and federal advocacy efforts that align with CPEHN's mission.
- Reports to Community Advocacy Director through regularly scheduled reports
- Conducts other tasks and assignments as directed.

### **Qualifications**

#### ***Required:***

- At least 3-5 years of community organizing or mobilization experience, specifically among communities of color and LGBTQ+ communities.
- Proven ability to manage complex statewide initiatives that include a broad array of stakeholders and multiple strategies such as communications, community engagement, and advocacy.
- Ability to develop and maintain effective relationships with community-based organizations.
- Experience in policy analysis and advocacy, preferably related to health or mental health.
- Excellent presentation and writing skills.
- Organized, self-starter who can apply initiative, creativity, and resourcefulness.
- Willingness to travel regularly (40%) throughout Southern California and statewide, including to Oakland on a quarterly basis for staff meetings.
- Access to personal vehicle and proof of insurance required.
- Willingness to play a leadership role in a small non-profit organization, and to work in a small office environment.

#### ***Preferred:***

- Demonstrated competency in providing technical assistance and capacity building to small and community-based organizations, particularly in the areas of communications, advocacy, and program development.

- Experience working on issues related to oral health a plus.
- Knowledge of mental health and substance use policy strongly preferred.
- Bilingual in English and Spanish preferred.

**Compensation**

\$55,000 – \$65,000 (DOE). CPEHN provides excellent benefits including employer-paid health and dental insurance for the employee, paid time off, and an employer contribution to a 403(b) retirement plan. In addition, CPEHN provides professional development and the opportunity to contribute to a mission-driven organization.

**To Apply**

Submit your application in ONE WORD or PDF document including a cover letter, resume, and a writing sample (no longer than 5 pages) to: [jobs@cpehn.org](mailto:jobs@cpehn.org) with the job title in the subject line. Position open until filled. Interviews will begin immediately.

*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.*