



Job Title: Program Liaison (Part-Time)	Duration: 12 months
Department: Alameda County Health Pathway Partnership	Director: Jocelyn Freeman Garrick, MD, MS
Location: 1000 San Leandro Blvd, 2 nd Floor San Leandro CA 94577	Website: http://www.achpp.org
Position Type: 20 hours/week Compensation: \$20/hour	To Apply: Email cover letter, resume, and references to Michael Pham, Program Coordinator, at Michael.Pham@acgov.org Please use the following format for attachments: LastNameFirstName_Resume/CoverLetter/etc. Deadline: Apply by February 15 th , 2018

Background

The Alameda County Health Pathway Partnership (ACHPP) is a consortium of organizations in Alameda County whose mission is to increase the diversity of the health workforce by providing mentorship, academic enrichment, leadership development, and career opportunities for youth. Together, the Alameda County Health Pathway Partnership creates a seamless health career pathway for underrepresented youth through collaboration and communication.

Position Overview

The Program Liaison is a part-time position based in San Leandro, CA. The Program Liaison will work under the direction of the Director of the Alameda County Health Pathway Partnership, Project Manager and Program Coordinator. This is a wonderful opportunity for a person interested in supporting efforts aimed at diversifying the health workforce and looking to gain experience in coalition and health-related work. The successful candidate will have an interest in and enthusiasm for addressing the lack of diversity in the health workforce. Interested applicants should have a sound understanding of ACHPP’s mission.

Overall Responsibility

The primary responsibility of the Program Liaison will be to utilize social media and other web-based platforms to reach out to youth in Alameda County, specifically youth from East Oakland.

Key Areas of Responsibilities

- Provide logistical and event planning support to ACHPP (agenda setting, catering, booking rooms, etc.)
- Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications, and establishing networks
- Implement ACHPP communications plan
- Attend Pipeline related events/ weekly team meetings, program events, and support other team members as needed
- Restructure dissemination strategy for email reminders to ensure that regular communication occurs with coalition members and students subscribed to ACHPP intake form for weekly announcements

Research and Evaluation

- Use Wufoo and Access Database to collect data and draw reports to assess collaboration and referral between steering committee and ACHPP
- Provide recommendations and support for data collection and evaluation as it relates to health pipeline programs

Communications

- Maintain ongoing communication between Steering Committee programs and partner organizations

NOTE: This description is not intended to be all-inclusive. Contractor may perform other related duties as negotiated to meet the ongoing needs of the organization.

- Manage Pipeline’s website content and support use of database
- Draft and submit quarterly project reports, meeting updates, and contribute to grant reports
- Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications, and establishing networks
- Implement ACHPP marketing and communications plan such responsibilities include: updating marketing materials, email list, managing website content; and disseminating materials, announcements, newsletter, quarterly reports

Reports to

- Program Coordinator
- Program Manager

Minimum Qualifications

- Proficient in Social Media (Hootsuite, Facebook, Twitter, Youtube etc)
- Proficient in Adobe Pro, InDesign, Photoshop, video making/editing
- Proficient in Microsoft Software: Publisher, Office, Excel, Outlook
- Ability to take direction and work independently on assigned projects
- Ability to communicate with diverse groups and individuals
- Strong interpersonal, verbal/written communication, presentation, and research skills
- Experience working independently and as in integral part of a team
- Knowledgeable on different health career trainings and education pathways (not required)
- Reliable, responsible, and a self-starter
- Ability to work with a diverse group of individuals (including age, gender, race/ethnicity, etc.)
- Experience working with the Alameda County population and/or in the Oakland community

Work Experience

- **Preferred: Senior undergraduates and/or recent graduates of 2-4 Year college/university**
- **Highly Desirable Qualifications:**
 - Experience with online platforms, web-based systems,
 - Experience working with non-profits, youth/students (of all ages), and/or in the health sector
 - Experience working in the surrounding Alameda County/Oakland area
 - YMOC and minorities are encouraged to apply

Equal Opportunity Employer. Employment, evaluations and wages are based on the qualifications of an applicant and her/his ability to perform the duties listed in this job description without regard to race, religious creed, gender, national origin, ancestry, disability, age, marital status, sexual orientation, medical condition or any other characteristic protected from discrimination by federal, state or local law.

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