



Chief of Community Engagement

POSITION SUMMARY

The Chief of Community Engagement (CCE) develops, implements, and oversees a model community engagement strategy. The CCE is also responsible for creating and overseeing programs and services that increase organizations and community members engagement with the District/Foundation's work and mission; and strengthen the partnership among community-based organizations to improve coordination of community resources and improve health outcomes.

FLSA Status

This position is exempt under the Fair Labor Standards Act.

Reporting Relationship

Reports to the Chief Executive Officer

ESSENTIAL DUTIES AND RESPONSIBILITIES

Other duties may be assigned. The duties listed here are typical examples of the work performed; not all duties assigned are included, nor is it expected that all similar positions will be assigned every duty.

- Establish open and effective communication channels between the District/Foundation and the Coachella Valley community by having one-on-one meetings, and actively pursuing presentation opportunities, and joining advisory boards and committees.
- Serve as the District's ambassador for community partners, learning about community needs, wants and desires and advancing the District's initiatives.
- Inform grant-making processes with knowledge about community partners, their needs and activities.
- Research and implement innovative approaches for the development of culturally sensitive and results driven strategies for outreach, communication, training and management practices designed to meet the diverse needs of Coachella Valley community members.
- Support the District/Foundation in obtaining grant funds to sustain the work, work closely with community partners, and develop a comprehensive system for data tracking that guides district policy and practices.

- Oversee, expand, and get buy-in on the District/Foundation's work to engage community members at all levels.
- Work creatively with community partners as appropriate to activate resources to advance the District/Foundation's Vision and Mission.
- Conduct research and examine best practices to advance recommendations for new health initiatives and projects.
- Prepare Committee and Board reports on results of District and Foundation's community engagement.
- Prepare routine reports to the CEO regarding the status of all activities in their portfolio.
- Remain current on emerging health issues of importance to the organization through literature review, contact with community and regional organization, and participation in relevant conferences or events.
- Develop strong relationships with other nonprofit, private and public organizations, and local legislators and representatives.
- Actively engage with local stakeholders to remain up to date as to the health concerns and needs of the community.
- Monitors established indicators to measure progress towards strategic and operational goals.

Supervisory Responsibilities

- Directly supervises personnel, including subordinate supervisors.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems in a timely manner.

MINIMUM QUALIFICATIONS

To perform this job successfully, and individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

A Master's degree from an accredited institution, or the equivalent; degree in Public Health, Public Administration, Education, Social Science or a similar area of study is preferred.

Professional Experience

- At least 10 years of senior and/or executive-level experience in program management or administration.
- Knowledge and understanding of public health, healthcare and public policy.
- Capacity to coordinate efforts involving various projects and multiple players.

Language Skills

- The ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- The ability to write reports and business correspondence.
- The ability to effectively present information and respond to questions from groups of managers, constituents, internal and external stakeholders, and the general public.
- Given the organization's service population, fluency in Spanish (written and spoken) is highly desirable.

Mathematical Skills

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret graphs.

Reasoning Ability

- Ability to solve practical problems and deal with a variety of concrete variables where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

- Solid experience with computer skills in email and calendaring applications, and in using word processing, spreadsheets, presentation, and database software.

Other Skills & Qualifications

- Demonstrated knowledge and understanding of philanthropic philosophies, public health, healthcare and public policy.
- Demonstrated capacity to lead and coordinate efforts involving various projects and multiple internal and external stakeholders.
- Ability to manage and prioritize multiple tasks and projects according to established organization criteria and protocols.
- Strong organizational and time management skills.
- Strong interpersonal skills and the ability to work in a diverse work environment.

Certificates, Licenses, and Registrations

None

Travel Requirements

This position requires local travel up to 25% of the time.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The employee will sit, talk, hear, and use hands up to 2/3 of the time. The employee will stand and walk up to 1/3 of the time. The employee is routinely required to carry and/or lift up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.