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## California School-Based Health Alliance is Hiring a Program Associate

**Position Title:** Program Associate

**Classification:** Non-exempt hourly

**Hours:** Full Time (40 hours per week)

**Location:** This full-time position is predominantly remote with some in-office meetings expected. Must live in California. Regular travel is required.

**Reports to:** Project Director of School Health

**Salary:** \$55,000-60,000 commensurate with experience, very competitive benefits package

### ABOUT US

California School-Based Health Alliance (CSHA) is the leading voice in California for the movement to put health care where kids are—in school. We are committed to school-based health as a strategy for increasing health equity and reducing educational disparities. We are also committed to developing school-based health practices that go beyond traditional medical care and incorporate public health approaches to changing the social determinants of health. We are advancing school-based health through advocacy, trainings, technical assistance, strategic communications, and special events. Please review our website to learn more about our work: [www.schoolhealthcenters.org](http://www.schoolhealthcenters.org).

### POSITION SUMMARY

The California School-Based Health Alliance (CSHA) is seeking a Program Associate for our statewide work providing support and training to school-based health centers (SBHCs) to enhance their sustainability and improve the scope and quality of their services. This position supports the programmatic work of the organization, including but not limited to, in-person convenings, on-line webinars, and annual state-wide conferences, as well as web-based tools and social media generation. The Program Associate will be expected to function independently day to day under the general supervision of the School Health Project Director. They are expected to exercise independent judgment and oversight over their projects and program areas.

### ESSENTIAL FUNCTIONS

#### Program Support:

- Field requests for technical assistance; route to program staff and enter in Salesforce database
- Reach out to new School-based Health and Wellness Centers to gather information for database
- Assist program staff in entering data and running reports from Salesforce database
- Assist with the production of presentation slide decks and other materials
- Provide webinar support: Zoom set-up, registration, communication with participants, tech support during web-based meetings and trainings
- Coordinate registration process for external events, meetings, and conferences, including organizing on-site check-in, being the primary point person for prospective or registered attendees, and ordering supplies



- Provide editing and copywriting support for program staff, including program updates and program impact.
- Provide back-up and support for Executive Assistant as needed

Communication Support:

- Assist in updating fact sheets and other publications.
- Strategize, draft, and curate content to help CSHA build support and visibility on social media channels, including X, Instagram, and LinkedIn.
- Create social media toolkits and resources to help stakeholders share our work to grow our audiences.
- Maintain CSHA WordPress website and make edits as requested.
- Support with Salesforce records for development campaigns, membership, and SBHC records.

Other:

- Play an active role in the planning of and providing logistical support to the CSHA annual conference, youth conference, and/or regional training/conference as needed.
- Actively participate in CSHA's anti-racism efforts.

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

**IDEAL COMPETENCIES**

- Previous administrative or program assistant experience
- Experience with Microsoft Office, Google Suite, Zoom and Adobe Reader required
- Experience with Eventbrite, Salesforce, and/or Mailchimp strongly preferred
- Bachelor's degree or equivalent experience preferred
- Demonstrated ability to manage complex tasks with a high degree of detail orientation
- Extremely reliable, with excellent initiative, teamwork, flexibility, and organizational skills
- Excellent customer service skills and a positive, can-do attitude
- Ability to travel occasionally, which may include overnight, weekend or evening hours
- Experience or interest in education and/or health care strongly preferred

**How to Apply:**

Applicants should email a resume and thoughtful cover letter to [jobs@schoolhealthcenters.org](mailto:jobs@schoolhealthcenters.org). Please include **Program Associate 2024** in the subject of your email. Only those being considered will be contacted. No phone calls please.

*The California School-Based Health Alliance is an equal opportunity employer that actively pursues and hires a diverse workforce. All qualified applicants will receive consideration for employment without regard to age, ancestry, color, disability (mental or physical), gender identity or expression, genetic information, marital status, medical condition, military veteran status, national origin, political affiliation, pregnancy, race, religion or creed, sex, sexual orientation, or any other factor that is not related to the job.*