
PROGRAM COORDINATOR – Sacramento or Los Angeles, CA**Position Summary:**

Health Access seeks a dedicated and energetic candidate to take a leadership role as the Program Coordinator for a campaign to reduce tobacco-related health disparities with the California Lesbian, Gay, Bisexual, and Transgender Health & Human Services Network (CA LGBT HHS Network). The CA LGBT HHS Network is a statewide coalition working to advance LGBT health. This position will specifically work on a project of the CA LGBT HHS Network to reduce LGBTQ tobacco related health disparities through education, outreach, media, and systems changes.

The Tobacco Program Coordinator will be a skilled coalition organizer and policy advocate. Strong communication skills, work ethic, and passion for LGBTQ health and equity is essential. Candidates must be able to work within a team, have proven leadership ability and experience handling a great deal of responsibility. Strong self-direction and the ability to take initiative are also necessary qualifications.

The position can be based in either our Sacramento or Los Angeles offices with occasional travel to other parts of California, including overnight trips, and will be directly supervised by the CA LGBT HHS Network Director based in Sacramento.

Specific responsibilities include:**Coordination/Collaboration**

- Coordinate an advisory committee of LGBTQ health and policy experts to inform the work of the LGBTQ Tobacco Program.
- Coordinate program activities with other LGBTQ health and equity programs, tobacco control programs, and policy advocacy.
- Facilitate annual meetings of the CA LGBTQ Tobacco Program Advisory Committee.
- Identify additional LGBTQ-serving organizations and reach out to potential new coalition partners; maintain the broad diversity of organizations participating in the CA LGBTQ Tobacco Program.

Community Education and Outreach

- Research, design, and conduct issues and skills trainings to help coalition partners effectively advocate for policies that will reduce LGBTQ tobacco-related disparities.

- Research LGBTQ tobacco use, tobacco-related diseases, and tobacco control best practices and draft educational materials.
- Work with other CA LGBT HHS Network staff to maintain the CA LGBTQ Tobacco Program webpage, keeping the information on tobacco policy work current, and providing links to educational materials.
- Attend state agency meetings about topics that are relevant to LGBTQ health and tobacco control; present public comment representing the CA LGBT HHS Network's and the LGBTQ Stakeholder Project's positions and comments on various topics.
- Oversee communications and outreach activities related to the CA LGBTQ Tobacco Program such as the Program website, social media, coalition listserv, paid and earned media activities.

Program Management

- Coordinate evaluation of the Project with Program Evaluator and California Tobacco Control Program staff. Evaluations will be used to measure the success of program interventions and inform ongoing programming to address LGBTQ tobacco-related disparities.
- Report the progress of the CA LGBTQ Tobacco Program to California Tobacco Control Program staff.
- Assess the needs of coalition partners and LGBTQ stakeholders to inform all work of the CA LGBTQ Tobacco Program.
- Oversee all communications and organizing work related to the program.

Qualifications and Requirements:

- At least five years of experience in a leadership role in community and/or political organizing, communications, and/or policy advocacy; or equivalent relevant educational experience.
- Excellent organizational skills, ability to stay focused with attention to detail while working on multiple projects.
- Passion for and commitment to addressing the issues, needs and interests of LGBTQ youth, adults, families and community, including knowledge of the spectrum of gender identity and transgender issues.
- An independent thinker, self-motivated, problem solver, and team player, with a commitment to excellence.
- Commitment to inclusive, multi-cultural programming; prior experience working within coalitions with diverse communities and an understanding of intersectional oppressions.
- Strong interpersonal skills and ability to work with a wide range of personalities.
- Must be able to meet deadlines, be responsive, and demonstrate excellent communication skills.

Work Environment:

The noise level in the work environment is usually quiet to moderate, as multiple telephone conversations and normal office equipment continue throughout the day. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Salary: Salary ranges from \$45,000 - \$70,000 depending on experience.

About Health Access:

Health Access is the statewide health care consumer advocacy coalition working for quality, affordable health care for all Californians. Our coalition consists of organizations representing seniors, children, people with disabilities, immigrants, communities of color, LGBTQ people, health care professionals, people of faith, labor, and working families. Health Access offers a competitive salary with excellent benefits including health, life, and disability insurance, 401k savings plan, and a fast-paced but casual work environment. For over 30 years, Health Access has been a leader in the state's health care reform movement, most recently as the lead coalition working to pass, implement, and defend the Affordable Care Act in California. Health Access was the leading sponsor of the California HMO Patient Bill of Rights, the Hospital Fair Pricing Act, and worked to expand and preserve Medi-Cal and Healthy Families health coverage.

Promoting diversity is integral to the mission of Health Access. Health Access seeks applicants for all positions without regard to race, color, religion, national origin, ancestry, sex, age, sexual orientation, gender identity, marital status, veteran status, or physical or mental disability. Health Access embraces equality of opportunity and treatment for all employees in all employment matters.

Interested candidates should send a cover letter and resume referencing CA LGBT HHS Program Coordinator in the subject line to:

LGBHealth@health-access.org or 1127 11th Street, Suite 925, Sacramento, CA 95814.
