



## California Coverage & Health Initiatives

Job Title: CCHI Program Coordinator

Reports to: Director of Programs

FLSA Status: Exempt

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**POSITION SUMMARY: Program Coordinator – Full Time** is responsible for providing oversight and implementation of CCHI contract(s), oversight of subcontracts, and member services. The Program Coordinator reports to the the Director of Programs and works directly with the CCHI team to support the needs of CCHI and its members in the areas of program development and implementation, policy, communication, etc. This is a full-time 40 hours per week position, located in Sacramento, California. Travel will be required. CCHI is a small team with a collegial working environment.

The Program Coordinator is an exempt position. Exempt employees are expected to work the appropriate and necessary time in order to complete assignments and related tasks on schedule.

**CCHI serves as the administrator for its members across the state, and the core focus of the contracts revolve around Outreach, Enrollment, Retention and Utilization/Navigation of health coverage and access to services for low and moderate-income, for All Californians. The Program Coordinator would support activities of our “x.”**

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Organize and host meetings and trainings to support the needs of CCHI subcontractors, members and partners
- Coordination and implementation of the grant objectives
- Track the completion of all grant activities and reporting of evaluation results
- Participate in local and regional outreach and enrollment and retention, and best practice efforts with subcontractors and member agencies
- Oversee information sharing, communications, data collection and reporting for grants, via Salesforce/Customer Relations Management (CRM)
- Develop and write a variety of program materials
- Participate with team to provide training and technical assistance webinars on various topics related to Health Coverage (Medicaid (Medi-Cal), Medicare, Covered California, etc.), enrollment/retention and Medi-Cal Expansion

### **OTHER DUTIES AND RESPONSIBILITIES:**

- Assist with CCHI’s membership meetings
- Assist with CCHI’s annual events
- Assist in the development of CCHI meeting materials, including agenda, meeting summaries, action alerts, newsletters, etc.
- Other duties as assigned

### **EDUCATION AND EXPERIENCE:**

- Bachelor’s degree and Program Management/Coordination experience required
- Minimum four years administrative and/or program experience in non-profit, government, or consumer focused organization required
- Interest and ability to travel and work throughout California several times monthly, and nationally required
- Salesforce knowledge preferred
- Bi-lingual in Spanish (oral & written) preferred

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to communicate effectively and professionally in oral and written forms
- Ability to work independently, follow established time-lines and anticipate needs of CCHI staff and members
- Ability to manage multiple projects and deadlines
- Proficient in MS Office Suite (Word, Excel, PowerPoint) and Adobe Acrobat
- Customer-focused
- Self-starter and team player
- Enthusiastic, demonstrates a high degree of initiative, results-oriented
- Experience working with non-profits and/or coalitions is preferred
- Sensitivity toward cultural, racial, ethnic, and socioeconomic diversity, and ability to navigate viewpoints and communication styles within non-profit work environment

CCHI is a statewide association of community based outreach and enrollment organizations whose focus is helping children and families access affordable, quality health coverage and care. CCHI was created in 2007 to provide an advocacy voice and support to the Community Health Initiatives (CHIs) and other organizations in their missions. The association includes local Children's/Community Health Initiatives (CHIs) and outreach and enrollment organizations in 58 counties across California.

CCHI is an "at-will" and equal opportunity employer. Applicants and employees shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender (including pregnancy and gender expression) identity, color, marital status, veteran status, medical condition, or any other classification protected by federal, state, or local law or ordinance.

Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.

**PHYSICAL DEMANDS:**

- Must be able to remain in a stationary position at a computer for extended periods
- Move about inside the office to access file cabinets, office machinery, etc.
- Raising and lowering objects between 10-30 pounds (Audio visual equipment & outreach materials)
- Frequently operates a computer and other office productivity machinery such as a calculator, copy machine, and computer printer
- Ability to travel (required) for program meetings/activities

**WORK ENVIRONMENT:**

- CCHI is a small team, collegial working environment.
- The noise level in the work environment is usually quiet to moderate

**Salary Range:**

\$50,000 to \$55,000 yearly based on experience.