



THE MULTI-ETHNIC COLLABORATIVE OF COMMUNITY AGENCIES
Health Equity Program Manager

POSITION OVERVIEW:

The function of the **Health Equity Program Manager (HPM)** is to manage all internal work groups, committees, and collaboratives that fall under the umbrella of Health Equity. This position also includes managing program staff with support of the Health Equity Director. The Health Equity Program Manager works closely with the Health Equity Director and program staff in ensuring the implementation of MECCA's collective impact approach to community building. This Program Manager will work under the direction of the Health Equity Director to contribute to program design and implementation. One of the main responsibilities, that fall under the Health Equity Program Manager position is the management of grant deliverables which includes: management of agency work plans, weekly follow up with partners for reporting, and providing technical assistance as needed.

KEY RESPONSIBILITIES:

- Assist in development of Health Equity program design, implementation, and evaluation
- Provides leadership to the Health Equity Team including staff, consultants and interns
- Actively participates with hiring, orientation, reviews and training process of new staff members
- Oversees program staff ensuring that MECCA complies with all of its funding and contractual agreements
- Supervises the implementation of outreach, training curriculum and program initiatives
- Develops systems for improving participant data collection, equity measures and improving quality assurance
- Provide technical assistance to collaborative partners and capacity building as needed
- Assists with program budgets, invoicing and financial management
- Oversees the needs of multiple programs at once, prioritizing tasks based on urgency and importance
- Participates in local and state collaboratives and initiatives to advance health equity throughout Orange County.

Programmatic Management

- Attend external collaborative meetings and represent MECCA as a community stakeholder as assigned.
- Draft materials for both internal and external meetings, develop presentations, and correspond weekly to community partners.
- Develop comprehensive models, frameworks for delivery and develop collective impact advocacy strategies
- Maintain official records and documents, and ensure compliance with regulations and reporting requirements
- Design community outreach presentations and strategies to ensure diverse engagement in programs

MINIMUM QUALIFICATIONS:

- Bachelor's degree or Master's Degree preferred in social work, public health, or behavioral health
- 2 years of previous experience supervising a multidisciplinary team preferred.
- Occasional weekend hours as needed, ability to work a flexible schedule and available to staff for consultation.
- Bilingual/Bi-literate in Spanish, Korean, Vietnamese, Farsi, Arabic, Chinese or other language(s) preferred.
- Valid CA Driver's License and reliable transportation with proof of car insurance.
- Must pass criminal background check.

COMPENSATION

\$52,000 - \$62,400 depending on experience plus benefits (*position is currently remote*)

MECCA is an Equal Opportunity Employer and does not discriminate on the basis of race, ethnicity, religion, gender, age, physical disability, and sexual orientation. MECCA complies with all EEO and ADA guidelines.

For consideration submit your Resume and Cover Letter to tiffany@ocmecca.org