

## **PROJECT COORDINATOR**

California Institute of Behavioral Health (“CIBHS”) is recruiting for a Project Coordinator with excellent administrative and training support. The Project Coordinator serves as an essential member of the Strategic Initiatives team: coordinating projects, support the implementation equity initiatives, and growing the effectiveness of our social change practices. This includes supporting the design of equity-related projects and programs, and helping to weave social justice content and frameworks into existing programmatic structures

**Position Overview:** Under the direct supervision of the team Director, the Project Coordinator is responsible participating in the coordination, planning and implementation of CIBHS projects which may include:

- Coordinating and supporting training;
- Instructional and technical activities, research, and evaluation;
- Assisting in processing and management of submitted proposals, contracts, and customer invoices for work performed;
- ... and other activities requested by CIBHS staff/customers.

**The CIBHS Project Coordinator position is one that requires a person who:**

- Works well within a team environment;
- Anticipates job requirement duties and engages in problem solving without ongoing prompts;
- Strong critical thinking skills;
- Energetic, innovative, and detail-oriented;
- Proven organizational and communication skills;
- Responsive to the team’s needs.

**Education Requirements:** Associates Degree or equivalent job experience of a minimum of four (4) years in program support and administration. Knowledge of public behavioral health systems preferred.

**Benefits Include:**

- Health Insurance: Medical, Dental, Vision + EAP
- Long Term Disability
- Retirement
- Generous Vacation Time
- Competitive Pay - \$21 -\$26 per hour

This position is a hybrid/remote position. The applicant must reside in CA.