

## SENIOR PROJECT COORDINATOR – Children & Youth Behavioral Health Initiative (CYBHI)

If you are an experienced professional in the field of behavioral health, possess strong project coordination skills, detailed-oriented, and passionate about driving positive change, we encourage you to apply for the role of Senior Project Coordinator in our Behavioral Health Training and Consulting Organization and join us in shaping the future of behavioral health care!

About Us: We are a highly regarded behavioral health training, implementation, and consulting organization committed to advancing the knowledge, skills, and practices of professionals in the field. Our organization offers comprehensive training programs, consultation services, and resources to support the delivery of high-quality behavioral health care.

What You Will Be Doing: Working under the direct supervision of a Director, the Senior Project Coordinator is responsible for participating and coordinating in the planning and implementation of project deliverables which may include training, technical research, and evaluation; policy and program analysis; development of project plans, budgets, and contracts; invoicing for work performed; and other activities requested by supervisor.

### **Project Management Duties:**

- Set up and coordinate communication efforts with stakeholders and grantees.
- Support the team in project development by compiling pertinent scope of work information and research specific subject matter areas to enhance the quality of reports and scope of work.
- Proofread and edit written material (project plan, reports, external and internal announcements).
- Support efforts to monitor project deliverables and project timelines, identifying necessary supporting documents, and act as the liaison for the team.

### **Project Implementation**

- Work with customer and team to coordinate all logistics for workshops, webinars, meetings, etc.
- Create/monitor/revise registration sites for workshops.
- Run reports to monitor registration numbers, revenue collection, and cancellations and follow up on registration requests.
- Responsible for timely printing/electronic dissemination of manuals/materials.
- Request QR codes for evaluations following workshops/webinars.
- Request learning sessions education packets/materials according to project timelines.
- Coordinate with consultants on training and logistical needs ensuring timely invoice submission by consultants.
- Under the supervision of Project Manager/Director, work with customer to decide on meeting agendas, meeting content, and develop or organize all materials that will be used in meetings (PowerPoint, handouts, videos).
- Attend meetings as assigned to produce timely minutes and submit to Project Manager/Director.
- Under the guidance of Senior Associate/Project Manager/ Director, submit invoices to Insight; collect all supporting documentation regarding deliverables; gather financial supportive documentation for fiscal reimbursement; and follow up to verify payment.
- Under the guidance of Project Manager/Director lead projects when assigned.
- Use data management software to track and produce weekly, monthly, and annual reports.

### **Project Planning and Customer Engagement**

- Proofread narrative for contracts.

- Submit and track movement of contracts between Contracts Department and customer until contract is fully executed.
- Create project timeline spreadsheet which includes work activities, project deliverables, and invoicing.
- When assigned and on specific projects, lead the efforts in project planning and directly participate in customer engagement efforts under the guidance of Project Manager/Director.

### **Education and/or Experience**

- Bachelor's degree in a related field preferred (e.g., Education, Psychology, Social Work, Public Health) or equivalent experience.
- Minimum four years of experience providing project coordination support as part of a team.
- Knowledge of public behavioral health systems preferred.
- Proven track record planning detailed objectives, meeting goals, and completing projects on time.

### **Desired Qualifications and Skills**

- Ability to conduct basic research, evaluation, and literature review.
- Demonstrated abilities to work effectively with multi-cultural, diverse stakeholders, staff, and communities.
- Proofreading skills, noting details, and detecting errors.
- Ability to be a self-starter and team player.
- Demonstrated dependability, time management, problem solving, and project planning skills.
- Professional communication with both internal and external customers.
- Strong critical thinking skills, anticipates job duties, and able to independently problem solve.
- Excellent customer service skills.
- Ability to manage multiple, on-going projects while adapting to a constantly changing environment.
- Flexible and able to work independently.
- Ability to travel within state, including air travel and overnight stays.

### **Computer Skills**

- To perform this job successfully an individual should have advanced skills with Microsoft Office Suite applications and virtual meeting platforms (Zoom, GoToMeeting, etc.). Experience with or the ability to learn Survey Monkey, Alchemer Survey Software, and QuickBooks.

### **Compensation and Benefits**

- \$50,000-\$75,000/year
- Medical, Dental, and Vision Insurance (100% paid for employee/70% paid for dependents)
- Employee Assistance Program
- Company Paid Life Insurance and Long-Term Disability Plan
- 403(b) Retirement Plan with company match based on fiscal year performance
- 13 Paid Holidays, plus 5-day paid Winter Break and 5 days Admin time of personal choice
- Generous Paid Vacation and Sick Time

### **Work Location**

Must reside in California. This is an exempt fully remote position with the flexibility for occasional travel to our Sacramento office and other in-person meetings as necessary.

### **EEO Statement**

Cultivating an inclusive staff and a sense of belonging is central to our organization's focus on advancing

equity. Our core values are Recovery and Resiliency, Anti-Racist, Innovation, Continuous Improvement, Customer Commitment, Cultural and Linguistic Inclusion, Outcomes-Driven, and Health Equity and we believe a diverse and inclusive environment inspires unity, respect, and passion for our work and one another. We are interested in hearing from people who can work with colleagues of varied experience and backgrounds. We are an equal-opportunity employer, candidates from all backgrounds are considered, and as an organization that values equity and inclusion, we highly encourage people of color, women, LGBTQ+ individuals, and veterans to apply.

**To Apply:** If you meet the qualifications and want to learn more about this position, please submit your resume and cover letter to [hrmanager@cibhs.org](mailto:hrmanager@cibhs.org).