

## **BEHAVIORAL HEALTH SENIOR PROJECT COORDINATOR**

If you have a strong background in project coordination, excellent attention to detail, and a passion for driving positive change, we invite you to apply for the role of Senior Project Coordinator in our Behavioral Health Training and Consulting Organization. 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 the Director of LA County Substance Use Disorder (SUD) Projects, the Senior Project Coordinator is responsible for coordinating and participating in planning, implementing, and evaluating projects, ensuring effective communication by maintaining regular updates to both internal and external stakeholders. Other responsibilities may include technical research, training, and evaluation; policy and program analysis; development of proposals, budgets, and contracts; invoicing for work performed; and other activities as requested.

### **Project Planning and Implementation**

- Work independently to coordinate all logistics for workshops, webinars, meetings, etc.
- Develop and disseminate flyers or information on workshops/webinars.
- Create/monitor/revise registration sites for CIBHS workshops.
- Run reports to monitor registration numbers, revenue collection, and cancellations; communicate reports to Associate/Senior Associate/Director; and follow up on registration requests.
- Maintain regular communication with governing bodies to provide them with relevant reports and information.
- Responsible for timely printing/electronic dissemination of manuals/materials.
- Request QR codes for evaluations following workshops/webinars.
- Request continuing education packets abiding by conference planning timelines.
- Coordinate with consultants on training and logistical needs ensuring timely invoice submissions.
- Under the supervision of the Associate/Senior Associate/Director, work with customers to define meeting agendas, meeting content, and develop or organize all materials that will be used in meetings (PowerPoint, handouts, videos).
- Proofread and edit reports and presentations ensuring approved templates are used for all.
- Attend CIBHS staff meetings and team meetings and when assigned, produce timely minutes.
- Under the guidance of Associate/Senior Associate/Director, submit invoices to internal accounting program; collect all supporting documentation regarding deliverables; gather financial supportive documentation for fiscal reimbursement; and follow up to verify payment.
- Under the guidance of the Director, lead projects when assigned.
- Maintain server folder structures for proposals, budgets, invoices, and all necessary materials germane to each project assigned.

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

- Bachelor's degree in a related field (e.g., Education, Psychology, Social Work, Public Health) or equivalent experience required.
- Minimum four years of experience providing project coordination support as part of a team required.
- Familiarity with public behavioral health systems is desirable.

- Proven track record planning detailed objectives, meeting goals, and completing projects on time.
- Previous experience in developing and delivering training, both virtually and in-person, including comprehensive management of all associated aspects of training is highly desirable.

### **Desired Qualifications and Skills**

- Meticulous with a keen eye for accuracy. Exceptional proofreading skills, adept at noticing details and identifying errors.
- Demonstrated abilities to work effectively with multicultural, diverse stakeholders, staff, and communities.
- Ability to conduct basic research, evaluation, and literature review.
- Demonstrated project planning skills.
- Effective organization of work and priorities to meet deadlines.
- Professional communication with internal and external customers, both oral and written.
- Strong critical thinking skills, anticipates job duties, and able to independently problem solve.
- Ability to travel within State including air travel and overnight stays.

### **Computer Skills**

- Proficient in utilizing Microsoft Office Suite applications along with various databases and virtual meeting platforms (Zoom, Goto Meeting, etc.).
- Experience with or the ability to learn Alchemer Survey Software, QuickBooks, Bitly, and Mailchimp.
- Ability to work with Learning Management Systems on an administrative level and as an end user.

### **Compensation and Benefits**

- \$66,560-\$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**

This is an exempt, fully remote position. **Candidates must reside in the greater Los Angeles, California metropolitan area to be considered for this position.** Travel within Los Angeles for meetings, conferences, and site visits will be required as well as occasional travel to the main office in Sacramento or satellite locations in Southern California.

### **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)