

BEHAVIORAL HEALTH SENIOR PROJECT COORDINATOR – Training & Practice Implementation Team

If you are an experienced professional in the field of behavioral health, possess strong project coordination skills, are 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. 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 Training and Practice Implementation, the Senior Project Coordinator is responsible for participating and providing coordination in project management, proctoring, and coordinating of various training workshops offered to individuals, counties, and community-based organizations which may include technical research and evaluation; policy and program analysis; development of project plans, budgets, and contracts; invoicing for work performed; and other activities as requested by your supervisor.

Project Management Duties

- Set up and coordinate communication efforts with stakeholders, consultants, customers, and internal staff.
- Support the team in project development by compiling pertinent scope of work information and research specific subject matter areas.
- Proofread and edit written materials (project plans, reports, external and internal announcements, etc.).
- Support efforts to monitor project deliverables and project timelines, identifying necessary supporting documents, and acting as the liaison for the team.

Project Implementation

- Work with customers, team, and consultants to coordinate all logistics for workshops, webinars, meetings, invoice submission, etc.
- Create/monitor/revise registration sites for workshops.
- Generate reports to track registration numbers, revenue collection, cancellations, and manage registration requests.
- Responsible for timely electronic dissemination of manuals/materials.
- Request QR codes for evaluations following workshops/webinars.
- Request learning session education packets/materials according to project timelines.
- Under the supervision of Project Manager/Director, work with customer to create 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 until the contract is fully executed.

- Create project timeline spreadsheet documenting work activities, project deliverables, and invoicing.

Education and/or Experience

- Bachelor's degree in a related field preferred (e.g., Education, Psychology, Social Work, Public Health) or equivalent experience REQUIRED.
- MINIMUM two years' experience providing project coordination support as part of a team.
- Proven track record of planning detailed objectives, meeting goals, and completing projects on time while adapting to a constantly changing environment REQUIRED.

Required Skills

- Demonstrated dependability, time management, problem solving, and project planning skills.
- Ability to be a self-starter and team player.
- Proven record of professional communication both internally and with external customers.
- Comfortably perform in virtual environments (such as Zoom) leading meetings, proctoring trainings while interacting with attendees, stakeholders, and team members.

Desired Qualifications and Skills

- Ability to conduct basic research, evaluation, and literature review.
- Exceptional proofreading skills, adept at noting details, and identifying errors.
- Strong critical thinking skills, anticipates job duties, and able to independently problem solve.
- Knowledge of public behavioral health systems.

Computer Skills

- Advanced skills using Microsoft Office Suite applications; proficiency with various databases, and virtual meeting platforms (Zoom, GoToMeeting, etc.).
- Experience with or the ability to learn Survey Monkey, Excel, Alchemer Survey Software, and QuickBooks.
- Ability to work with Learning Management Systems in 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

Must reside in California. This is a hybrid exempt position with the requirement to commute to our Sacramento office on a weekly basis or as necessary. Must have the ability to travel within state, including air travel and overnight stays as needed.

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