



# **JOB DESCRIPTION**

## **Senior Program Specialist**

### **Program Area: Health Public Policy**

Full Time (40 hours)

**Salary:** \$40,566-\$49,830 (based on experience)

Bilingual pay eligible (additional .21 cents per hour)

Health Benefits Eligible

**Open until filled**

#### **About the Position**

Under the direction of the Senior Policy Analyst or designee, coordinate various activities that fall in line with policy strategies that promote and advance community level health and wellness in the areas of alcohol, tobacco, and other substances.

#### **About the Agency**

Pajaro Valley Prevention & Student Assistance, Inc (PVPSA) has been the leader of youth prevention and intervention services in the Pajaro Valley. We believe that every young person in our community should have the opportunity to achieve their dreams. We are committed to helping them identify those dreams and support them in that quest. Our mission is to improve the quality of life of students and families in the Pajaro Valley by providing health education, prevention services, mental health services, and by advocating for public policies that protect the health of our community.

#### **Duties and Responsibilities**

- Coordinates coalition building with multiple community stakeholders
- Activity participates in existing strategic thinking collaborative roundtables and assists with planning and activity implementation
- Supports the Senior Policy Analyst with all necessary tasks needed to meet project deliverables
- Plans, preps and presents curriculum in the classroom and community setting
- Administers and collects program evaluation data
- Research, design and implement training and professional development information about tobacco to collaborative partners, and community members
- With support from the Sr. Policy Analyst, ensures that monthly program related reports are submitted as required.
- Attend professional development trainings
- Conduct public presentations as needed on the topics of alcohol, drugs, tobacco, nicotine and other substances.

## **Employment Standards**

Knowledge of:

- Community engagement principles and practices
- Community organizing principles
- The role of government in advancing health and wellness of a community
- Training development procedures
- Public speaking
- Peer coaching model
- Team building with colleagues

### **Ability to:**

- Engage others in advancing health and wellness policies
- Communicate effectively with community members and leaders
- Develop work plans and monitor implementation of strategies and activities
- Engage in public speaking and represent the organization in a reputable and consistent manner
- Flex schedule as needed to accommodate for evening and weekend activities as planned by students (approximately 2-3 days per month)
- Develop presentations utilizing computer skills such as power point
- Communicate in English and/or Spanish in writing or verbal

## **Training and Experience**

Requires a BA degree and at least one year of experience in facilitating or working with community members to advance wellness.

OR

An AA and at least four (4) years of experience in engaging community members in health and wellness activities demonstrating similar duties and responsibilities as listed.

Bilingual skills (Spanish/English) Required.

Eligible for medical, dental and other employee benefits; employer sponsored retirement plan

If interested, please submit a letter of interest, resume and a minimum of three references with contact information to:

**PVPSA**

**c/o Human Resources**

[beatriz.collazo@pvpsa.org](mailto:beatriz.collazo@pvpsa.org)

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