

POSITION: Equity and Inclusion Programs Coordinator

Opening Date: January 2019

Status: Full-time non-exempt

Salary: \$20.00 per hour

Reports to: Equity and Inclusion Programs Manager

Job Summary: This position provides administrative, client relations, qualitative research and program development support for the Equity and Inclusion training and consulting programs.

DESCRIPTION

CCHCP works with organizations across the U.S. and overseas, to promote and provide equitable care that is culturally and linguistically responsive, thereby contributing to greatly equity in our world. We define equity as the just and fair inclusion of all into a society where every person and every community can participate, prosper, and reach their full potential.

We are a small and mighty team, creative and dedicated to social justice, collaboration, transparency and self-care. Candidates of color are encouraged to apply. We are committed to building a culturally diverse and inclusive environment. Successful candidates must be committed to working effectively with diverse community populations and are expected to strengthen that capacity if hired. We are committed to racial and ethnic equity across the organization: in its service to our clients, in our workforce composition and practices, and in our organizational culture.

The Cross Cultural Health Care Program's Equity and Inclusion (EI) programs offers training and consulting services on cultural competence to health and social service agencies across the United States and abroad. Our goal is to build the capacity of organizations to integrate a health equity lens in their practices and policies. We at CCHCP believe that cultural competency is a best practice for elevating our clinical and community engagement and interventions, aligning our outcomes with our intent, authentically partnering with others and communicating more effectively.

To date, 70 agencies across the U.S. have invested in our customized trainings and consultation services and 58 organizations across 19 states have held/hold a license to teach our cultural competency curriculum to their staff and partners. Our offices are at the Pacific Tower on Beacon Hill, centrally located and within walking distance of Seattle's thriving International District. There is easy access to public transportation. If you are a team player with a good sense of humor and a commitment to racial and health equity, we look forward to meeting you!

ESSENTIAL DUTIES

Coordinate for Equity and Inclusion (EI) Programs (50%)

- Track and respond to phone calls and emails regarding EI training and consulting
- Create, maintain and track EI record keeping using Salesforce and electronic and paper files
- Update EI related information on CCHCP website and EI external facing materials (i.e. program templates)
- Assist with recruitment and preparation for training programs and consulting projects
- Assist with EI program internal research as needed (i.e. updating database of past clients)
- Plan for the efficient use and care of CCHCP's equipment and supplies

Program Development (50%)

- Support the development and maintenance of a national network of EI partners including licensed organizations and trainers, consulting and training clients and community partners
- Support the creation of customized cultural competency training curriculum and presentations by conducting literature reviews, data/best practice research, analysis and preparing slides
- Support consulting projects by participating in qualitative research (i.e. focus groups, survey, key informant interviews, etc.) and contributing to analysis and synthesis of research findings
- Write and proof read for EI external facing materials and CCHCP newsletter and publications
- Maintain and create CCHCP promotional materials using our CCHCP communications standards
- Attend conferences and trainings as needed to support programs
- In conjunction with other senior staff, recruit, train, and supervise program volunteers and vendors;
- In conjunction with the other senior staff and advisory board, plan, organize, prepare, and set up special events;
- Assist to set up, take down and move tables, chairs, equipment and supplies as needed for trainings and special events;
- Perform other responsibilities as assigned by the executive director and managers

QUALIFICATIONS:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required

REQUIRED SKILLS, EXPERIENCE, AND INTERESTS:

- Demonstrated (professional or personal) commitment to racial equity and demonstrated application of a social determinants of health framework
- Bilingual/bicultural
- Excellent written and verbal communication skills;
- Bachelor's degree in international affairs, international studies, political science, public health, social work, **or** equivalent professional experience in community engagement or the health or social services sector.

- Superior organizational abilities and attention to detail;
- Demonstrated flexibility and ability to manage and meet competing deadlines, priorities and ongoing projects
- Two years of work experience and proven record as a successful team player
- Customer-service oriented with ability to respond to multiple demands in a courteous and effective manner;
- Experience with Microsoft Office Suite including Word, Excel, Publisher and Outlook;
- Must be dependable and maintain a good attendance record

PREFERRED SKILLS, EXPERIENCE, AND INTERESTS:

- Proficiency with Microsoft Office Suite including Word, Excel, Publisher and Outlook
- Experience with Salesforce;
- Creatively seek ways to improve existing standards and practices
- Interest and experience in qualitative research and writing
- Professional or community experience in health care system, nonprofit sector

WORK ENVIRONMENT:

- Office and community environment
- Occasional travel and weekend work required

WORK CONTACT GROUPS:

- Other CCHCP departments
- Local, national, and international health care institutions, language agencies, and community organizations

PHYSICAL AND PSYCHOLOGICAL DEMANDS:

- High need for seeing (visual acuity), hearing, light lifting, and speaking, as well as manual dexterity
- Moderate need for standing and walking
- Some demand for stooping, reaching and light lifting
- CCHCP sponsored travel to external meetings, trainings and conferences
- Position includes work pressure from multiple deadlines

HOW TO APPLY:

After carefully reviewing the position description and requirements, please submit the following documents via email to CCprograms@xculture.org with “**EI Program Coordinator**” in your subject line:

- A cover letter and resume summarizing your interest and relevant experience;
- One short writing sample that are one page in length
- Names and contact information of three professional or community references.

SELECTION PROCESS:

This is a competitive selection process. All fully completed application packages that show the minimum qualifications and have followed the **How to Apply** instructions will be reviewed. Interviews will be scheduled for those applicants whose qualifications in the areas listed above

most closely correspond to the position's requirements. To preserve our resources toward furthering our mission, only candidates with whom we wish to arrange an interview will be contacted. All others will be maintained in our files for a minimum of six months.

TERMS OF EMPLOYMENT: This is a full-time position for 40 hours per week. Regular work hours are Monday through Friday, from 9:00 AM to 5:30 PM. Some work outside of these hours may be required.

Compensation & Benefits for full time staff

- 75% of the employee's premium for health, dental and vision insurance is paid by CCHCP. Coverage is available for dependents at employee's own cost
- 28.5 days of paid leave that include 8 holidays, 4 days from December 25 – January 1, accrued 10 PTO days and 6.5 sick days
- Paid parking
- Spacious private offices with spectacular views

The Cross Cultural Health Care Program is an Equal Opportunity Employer

