



**Program Coordinator II –  
Diversity, Equity and Inclusion  
Extra Help (Open)**

\$42.90 - \$53.60 / Hour

**FINAL DATE FOR FILING: CONTINUOUS**

**THE POSITION**

San Mateo County Health is seeking an **Extra Help Program Coordinator II - Diversity, Equity and Inclusion**. This position is in the Behavioral Health and Recovery Services (BHRS) Division and reports to the Office of Diversity and Equity (ODE). The position will support ODE's implementation of Multi-Cultural Organizational Development (MCOD) and coordination across various equity-related activities and efforts county-wide.

Under general supervision, provide administrative and technical support over a specific departmental program, commission or advisory council; coordinate activities and events of the assigned program with other County departments, community-based organizations and/or committees; provide highly responsible administrative staff assistance to assigned management staff, board or commission; and perform related work as required.

Program Coordinator II is the fully experienced level class in the series, capable of independently performing a wider range of duties and responsibilities. Incumbents at this level support larger programs or programs that have a wider scope. Employees are normally given substantial latitude in determining approach, procedures, systems and methods in accomplishing the work goals. They make basic programmatic decisions that require the exercise of independent judgment. Incumbents at this level may have ongoing responsibility for contract monitoring and other technical functions.

**NOTE:** This is an extra-help, at-will assignment, paid on an hourly basis. Some extra help positions are eligible for benefits under the Affordable Care Act. Extra help employees are not guaranteed permanent status at the end of the assignment.

**Examples of Duties:**

Applicants should have a passion for programs that advance diversity, inclusion and equity in behavioral health. Duties may include, but are not limited to, the following:

- Provide leadership and advocacy on behalf of the community, clients and families.
- Serve as liaison between BHRS staff, community organizations, advisory boards, commissions, special committees and other groups.
- Develop implementation and outcomes tracking systems for MCOD implementation leads.
- Support the alignment and coordination of MCOD with other equity efforts including, County Health and the Government Alliance on Race and Equity (GARE).
- Conduct and/or support training needs related to Cultural Humility, Racial Equity, Implicit Bias, and other MCOD trainings, including incorporating these into new hire on-boarding.
- Develop a pilot process for soliciting community and staff feedback on MCOD activities, from historically excluded groups.
- Create presentations related to MCOD and larger equity efforts to inform our stakeholders of BHRS progress and needs.
- Support strategic planning efforts related to broader coordination with County Health, CMO's equity plan, and GARE cohorts.
- Support data collection, analysis and State required reporting.
- Analyze relevant data (from staff surveys, community input, tracking systems) and utilize the results to inform or develop initiatives that address priority equity goals.

- Develop status and/or outcome reports as requested for broader County communication.
- Write clear, concise and effective reports, presentations, memos, and other correspondence.
- Participate and represent ODE in community and internal meetings.
- Support other ODE-related projects and other tasks as assigned.

**Qualifications:**

*Knowledge of:*

- Principles and practices of organizational diversity, equity and inclusion programs
- Principles and practices of effective communication and community relations.
- Technical aspects of organizational diversity, equity and inclusion programs.
- Applicable federal, state and local laws, rules and regulations.
- Principles, practices and techniques of programmatic research and analysis.
- Computer applications related to the work.
- Office administrative practices and procedures, including records management and the operation of standard office equipment.

*Skill/Ability to:*

- Analyze, interpret and apply various regulations and requirements.
- Plan, coordinate and implement administrative and programmatic research and analysis
- Provide technical and programmatic assistance to staff and subcontractors.
- Establish and maintain effective working relationships with grantors, subcontractors, County staff, elected and appointed officials, the public and others.
- Communicate effectively, both orally and in writing.
- Compile, analyze and interpret data using research techniques; draw sound conclusions and prepare and present effective reports regarding findings and recommendations.
- Exercise sound independent judgment within general policy and regulatory guidelines.
- Prepare clear and accurate reports, correspondence, procedures and other written materials.
- Organize and prioritize work and meet critical deadlines.
- Maintain accurate records and files.
- Listen sensitively and accurately, exercise tact, patience and diplomacy.
- Develop, coordinate, and implement plans, programs and events.
- Utilize the appropriate interpersonal style and methods of communication to gain acceptance, cooperation, or agreement of a plan, activity, and/or program idea.
- Make public presentations and prepare articles for publication such as blog articles and write-ups related to events.

*Ideal Candidate:*

BA or higher in social work, public health, psychology or other related human services field required or any combination of education and experience that would likely provide the required knowledge, skills and abilities is qualifying.

- At least one year of experience in the field mental health and/or substance use preferred.
- Ability to understand and work effectively with marginalized San Mateo County communities.
- On occasion, available to work flexible hours, including weekends and evening hours.
- Travel/drive to various locations to attend meetings, support work, etc.

Those with lived experience as a person in recovery from mental health and/or substance use conditions or as a family member of someone who has behavioral health conditions and/or with experience as a member of Black, Indigenous, People of Color (BIPOC) and/or marginalized communities are strongly encouraged to apply.

If you are interested in the position, please submit a cover letter and resume to [ode@smcgov.org](mailto:ode@smcgov.org)

For additional information about ODE, please visit [www.smhealth.org/ODE](http://www.smhealth.org/ODE)