



<b>Job Title: Community Health Manager</b>	<b>Annual Salary: \$ 52,530</b>
<b>FTE: 1.0</b>	<b>Last Update: May 2025</b>
<b>Reports to: Director of Programs</b>	<b>Classification: Exempt</b>

Empower House (formerly Martinez Street Women’s Center) provides community health services, youth development programs, and advocacy opportunities that are transformative and empowering for women and girls of color. We envision a world where all women and girls are empowered to transform themselves, their families and their communities.

The ideal candidate for this position can share their passion for grassroots community transformation and connect their volunteer or professional experiences to our mission. Our organizational philosophy is based on understanding the implications of the intersections of sexism, racism, and other forms of oppression for women and girls. Women, people of color, LGBTQ and nonbinary individuals are strongly encouraged to apply. The candidate should have a clear understanding of the Promotora/CHW model and can implement programming that takes into account social determinants of health and is rooted in restorative justice principles.

#### **Position Summary:**

The Community Health Program Manager works with the Director of Programs to ensure planning, development, implementation and result tracking of Community Health Initiatives. The Community Health Manager will directly coordinate, supervise, and lead the Community Health team of Promotoras / Community Health Workers, Parent Educators, Circle Keeper, Benefits Counselor, Empower Choice CHWs, and Empower Connects Instructors

#### **Current Initiatives include:**

- Empower Parents - Triple P Parenting model and Effective Black Parenting model
- Community Health Workers
- Empower Women and Empower Communities
- Partners in PEACE program – Parenting Classes and Domestic Violence Awareness
- Restorative Justice Resources (workshops, trainings and circles)
- Empower Choice Reproductive Health
- Empower Connects Digital Literacy

#### **Programming**

- Plan and facilitate programming where appropriate
- Direct contact and community engagement for all Community Health initiatives
- Serve as a representative of Empower House and its values
- Organize community health events and support organization wide events for other programs

- Organize community for projects assigned according to identified community issues
- Meet regularly with the Director of Programs and other leadership team members to provide program updates, elevate and solve problems or risks to the program, and strategize on program goals
- Conduct regular check-ins with the team to determine needs and program status.
- Plan outreach activities and utilize best practices as modified with culturally relevant curricula
- Attend all grantor meetings as needed.

### **Data**

- Consistently document all activities using Salesforce and oversee team members' data input and deliverables.
- Collect and aggregate data in Salesforce and funder mandated databases, for reporting to Director of Programs
- Participate in monthly reconciliation meetings with the Finance Department.
- Evaluate the effectiveness of programs and make adjustments where needed
- Oversee all Community Health reporting requirements and deliverables, including monthly and quarterly reports for funding partners including outcomes, and other key metrics
- Perform general administrative tasks to support the program
- Maintain administrative records including but not limited to: registration forms, permission forms, attendance, list of contacts, monthly or weekly calendar, planning documents, email correspondence, and other documents as requested by Director of Programs

### **Management**

- Elevate, engage and motivate staff to achieve identified goals; provide regular feedback including periodic check-ins and annual reviews; define clear expectations and provide performance guidance.
- Ability to handle problems, analyze and evaluate options and communicate, implement and enforce solutions.
- Manage outreach opportunities for team
- Participates in team performance evaluations
- Manage program budgets, monitor progress, and provide program budget updates.
- Collaborates with the Director of Programs to ensure excellent programming that meets the EHSA mission and funding guidelines.
- Approve all requests for direct aid based on grant availability
- Participate in required trainings
- Coordinates staff schedules, volunteer opportunities, and special guests
- Ensures the purchase of program supplies
- ☞ Supervise program interns and volunteers

---

## **EMPLOYMENT REQUIREMENTS**

### **Experience**

- 5 years of experience in Community Health and/or Health and human services preferred
- Bachelor's Degree in community health, public health, or social services preferred
- Community Health Worker Certification a plus
- 2+ years supervisory or management experience
- Community organizing experience a plus

### **Skills**

- Spanish bilingual required
- Excellent communication skills, organized, and punctuality is required
- Must be able to conduct themselves in a professional manner
- Demonstrates respect for others at all times

- Supervision and demonstrated team leadership
- Ability to work collaboratively with other staff members in a team environment
- Knowledge of community support and resources with ability to identify needs and access resources

Empower House provides equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state, or local law. Empower House will provide reasonable accommodation for qualified individuals with disabilities.

Submit cover letter and resume to Angelita Negrón: [angelita.negron@empowerhousesa.org](mailto:angelita.negron@empowerhousesa.org)