** Central Valley Health Network**

*Program Manager, Merced County Health Careers Pathway Coordinating Coalition*

**Description:** Under the direction of the CVHN COO, and in partnership with the Work-Based Learning Coordinator, the Program Manager (PM) has responsibility for the planning, coordination, implementation, monitoring and evaluation of a health careers pathways system focused on students enrolled in Grades K-16. Specific activities include assisting in the formalization of the structure of the coordinating of the coalition, developing a formal coalition strategic plan, secure commitment from additional stakeholders to be actively engaged in the work of the coalition. Additional activities include participating in the planning of the Merced County Health Care Career Connection Conferences, support the work of the work based learning plan, participate in activities designed to support the organization’s ability to meet the expectations of the California Endowment 21st Century Workforce grant.

**General Duties and Responsibilities**

* Schedule and facilitate Merced County Health Career Pathway Coordinating Coalition meetings
* Facilitate partner meetings with existing health care academy programs
* Develop a work plan focused on strengthening the inclusion of employers, school districts, colleges and other stakeholders focused on health care career pathways for underserved students, including men and boys of color, in Merced County
* Conduct an updated, local health workforce data needs assessment for the Merced County Region
* Coordinate an Asset Planning effort with input from the coordinating coalition
* Support CVHN Work-Based Learning Coordinator for the identification of work-based learning opportunities for K-16 students
* Develop a sustainability plan in collaboration with Coalition members including fund development, grant writing, etc.
* Track related grant program objectives to support and track program activities, establish deadlines and take appropriate steps to ensure outcomes are achieved on schedule

**Minimum Requirements**

* BS/BA degree, or equivalent work experience in related field
* Demonstrated writing and analytic ability
* Prior grant writing and grants management experience
* Some exposure to, and familiarity with, nonprofit organizations
* Understanding of a collective impact approach to organizing community based efforts
* Prior experience with a career pathway program, health care – focus a plus
* Familiarity to the key players in Merced County education, workforce and health care sectors

Please email resume and cover letter to Mary Renner, Central Valley Health Network, at [mrenner@cvhnclinics.org](mailto:mrenner@cvhnclinics.org)



**Central Valley Health Network**

*Work-Based Learning Coordinator, Merced County Health Careers Pathway Coordinator Coalition (MCHPCC)*

**Description:** Under the direction of the CVHN COO, and in partnership with the *Program Manager (MCHPCC)*, the *Work Based Learning Coordinator (WVL Coordinator)* is responsible for working with District staff, school site staff, students, businesses, and community organizations to plan, develop, and implement Work-Based Learning relationships and systems; coordinate work-based learning opportunities in both community and school locations; and provide an ongoing link between business, workforce, industry and K-12 public education. Additional activities include participating in the planning of the Merced County Health Care Career Conferences, support the work of the work based learning plan, participate in the activities designed to support the organization’s ability to meet the expectations of the California Endowment’s 21st Century Workforce grant.

**General Duties and Responsibilities**

* Plan, develop, and implement work-based learning activities with employers and participating schools; research best practices in similar/related schools, ensure compliance of work based learning program with state and federal regulations.
* Develop systems to build and maintain strong ongoing relationships with business and community partners; assist with monitoring system implemented for effectiveness
* Assist employers with program development, act as primary contact for employers with project issues, concerns, unique health care industry needs, interactions with and managing the students under their supervision
* Act as a resource to schools interested in providing employer outreach services to students; work with counseling staff, teachers, and site administration to implement a sequential WBL system
* Develop and maintain an up-to-date employer/community stakeholder database to provide reports on business and community participants

**Minimum Requirements**

* Any combination equivalent to: Two years experience working with business/industry in the areas of human resource development, business and economic development and/or connecting business to education. An AA degree is required, with a BA degree desirable
* Demonstrated writing and analytic ability
* Some exposure to, and familiarity with, nonprofit organizations
* Understanding of a collective impact approach to organizing community based efforts

Please email resume and cover letter to Mary Renner, Central Valley Health Network, [mrenner@cvhnclinics.org](mailto:mrenner@cvhnclinics.org)