

**Position Announcement - Program Manger
Mental Health America of California's
California Youth Empowerment Network**

Position Title:	Program Manager, California Youth Empowerment Network
Location:	Downtown Sacramento
Employment Status:	Full Time/Exempt
Reports to:	Program Director, California Youth Empowerment Network
Compensation:	Salary commensurate with experience plus health, dental, vision, retirement and paid parking
Submission Deadline:	March 2, 2016

Under the supervision of the California Youth Empowerment Network (CAYEN) Program Director, the CAYEN Program Manager works to support the Program Director in managing and operationalizing the CAYEN program. The Program Manager also represents the transitional age youth (TAY) perspective on mental health policy issues to ensure that this perspective is included in policy discussions and decisions at the local and state levels. Additionally, the Program Manger is responsible for communications dissemination and contract reporting.

MHAC's mission is to ensure that people of all ages, sexual orientation, gender, ethnicity, etc. who require mental health services and supports are able to live full and productive lives, receive the mental health services and other services that they need, and are not denied any other benefits, services, rights, or opportunities based on their need for mental health services.

CAYEN is a program of MHAC. Its mission is to empower TAY to create positive changes in mental health policy and service delivery, and to promote prevention and early intervention activities to improve and maintain the mental health of TAY in all systems of care.

Responsibilities:

Management and Other Duties:

- In partnership with the Program Director, operationalize and manage CAYEN's policy and other programmatic goals.
- Responsible for the timely completion/submission of high quality contract deliverable.
- Assist the director in ensuring the budget is adhered to.
- Deliver advocacy trainings and presentations throughout the State.
- Represent CAYEN in the community through networking and collaboration.
- Assist the Program Director in hosting the annual board retreat.
- Responsible for social media and web site maintenance
- Work closely with the CAYEN Youth Board and Advisory Committee.
- Conduct extensive outreach to grow CAYEN's network.

Policy and Advocacy:

- Work with TAY to bring their voice to various advocacy forums, meetings and events.
- Assist the Program Director in developing advocacy presentations, tools and talking points for TAY.
- Participate in various statewide committees and workgroups.
- Develop recommendations, position papers, and policy papers to further CAYEN's mission and goals.
- Work with the Program Director and policy team to track TAY related mental health policy and legislative action.

Qualifications:

- Minimum of a bachelors degree plus two years of experience in program management and two years of experience working with TAY.
- Commitment to MHAC's mission as stated above.
- Ability to lead and manage ethically, and with integrity, in all areas of the position.
- Ability to support MHAC's psychologically healthy and safe workplace culture.
- Understanding of, and commitment to, youth leadership development and empowerment.
- Excellent written and oral communication skills.
- Experience in community outreach and group facilitation.
- Proven success in a management role with ability to oversee diverse project deliverables and implement program goals and objectives.
- Strong project management skills, with ability to develop, build, and execute new projects.
- Spirit that thrives in a small collaborative team.
- Community organizing experience and/or knowledge of public policy and legislative process.
- Highly organized and detail-oriented.

- Proficient in Microsoft Word, Excel, Outlook, and Power Point.
- Willing to travel and work occasional evenings and weekends.
- Experience with collaborative partnerships.
- Demonstrated history of effectively engaging youth and young adults in policy discussions.
- Understanding of mental health policy issues and the impact of stigma.

How to Apply: Deadline – March 2, 2016

Please submit the following documents to info@mhac.org with “CAYEN Program Manager” in the subject line.

- Cover letter
- Resume
- One to two page writing sample
- Three professional references

**Only applications submitted by email will be reviewed.
No phone calls please or walk-ins please!**