



Job Title: California Youth Empowerment Network (CAYEN), a program of Mental Health America of California (MHAC), Community Outreach and Engagement Specialist

Location: Sacramento, CA; Partially remote and partially in office at 717 K Street, Suite 232, Sacramento CA 95831

Status: Part-Time (up to 20 hours per week)

Salary: Up to \$20/hour

Reports To: CAYEN Program Manager

Organization:

Mental Health America of California (MHAC) is a peer-run, non-profit statewide mental health advocacy organization, incorporated in 1957. Our mission is to ensure that people of all ages, sexual orientation, gender, ethnicity 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.

About the California Youth Empowerment Network (CAYEN):

The California Youth Empowerment Network (CAYEN) is a Transition Age Youth (TAY)- led program of Mental Health America of California (MHAC) that was formed in 2006 to develop, improve and strengthen the voice of TAY, which are young people ages 16-25, in local and state-level behavioral health policy. Our mission is to empower and inspire Transition Age Youth to create positive change in the mental health system. Through targeted advocacy, CAYEN supports TAY across the state to have a meaningful impact on the policies that shape their lives. For more information about who we are and what we do, please visit our website at www.CA-YEN.org. You can also visit our social media accounts at www.instagram.com/ca_yenetwork and www.facebook.com/CAYEN.

Overview of Positions:

We are currently hiring 1 part-time Community Outreach and Engagement Specialist to support the coordination of our youth substance abuse prevention program that will empower TAY from communities of color impacted by the War on Drugs to reduce substance abuse in their communities. We aim to reach a multi-cultural group of primarily LatinX, Asian, and Black TAY in Los Angeles and Sacramento

County. In collaboration with community partners, we also aim to reach TAY from the LGBTQ+ community as well as unsheltered TAY. The Community Outreach and Engagement Specialists will support TAY in the development of social change campaigns that feature multimedia advocacy art pieces that: (1) identify harmful norms related to substance abuse in their community; (2) promote positive norms based in culturally or community defined evidence/practices; and (3) define, support and advocate for specific local and/or statewide policies and/or system changes that can help to end the systemic discrimination against communities directly affected by the War on Drugs. The ideal candidate will have lived experience and experience connecting and working with TAY from the populations described above. Under the supervision of the Program Manager of the California Youth Empowerment Network (CAYEN), the Community Outreach and Engagement Specialists will be primarily responsible for supporting youth participating in our behavioral health / substance use prevention program in either the Los Angeles or Sacramento region.

Essential Duties and Responsibilities:

The following is not an exhaustive task list. Other duties may be assigned as deemed appropriate or necessary.

- Develop and maintain a positive working relationship with TAY advocates and adult allies who are participating in this prevention program
- Under the guidance of the Program Manager, support TAY advocates in identifying policy, systems, and environmental change that will help prevent substance use and abuse in Los Angeles/Sacramento
- Support TAY advocates in developing multimedia voice projects that capture the policy, systems, and environmental change that they wish to see
- Research local TAY or mental health related content for program participants, including but not limited to behavioral health public policy, supports and services, and educational content
- Support event planning and coordination; includes securing speakers, locating venues, and managing registration
- Proofread and edit documents as requested
- Help with community outreach via phone, email, social media, in-person meetings, and other strategies that are effective for reaching the communities being served through this program
- Participate in regular team meetings and office staff meetings, in-person and virtual
- Attend virtual and in-person local, regional, and statewide meetings

- Answer phone and email inquiries
- Take meeting minutes

Required Qualifications:

- Lived experience in behavioral health and experience effectively working with TAY from primarily LatinX, Asian, and Black backgrounds
- Collaborative and diplomatic team working style, with excellent interpersonal skills
- Excellent written and verbal communication skills, including editing and proofreading
- Ability to plan and facilitate meetings
- Highly organized and detail-oriented
- Strong time management and organizational skills with flexibility to manage a wide variety of tasks
- Advanced proficiency in Microsoft Office Suite
- Ability to work independently and proactively
- Ability to exercise tact and diplomacy
- Ability to maintain grace under pressure in a fast-paced environment
- Good problem-solving skills
- Reliable, dependable
- High level of professionalism
- Must be willing to work occasional evenings and/or weekends
- Must be willing to travel on occasion to local, regional, or statewide meetings
- Commitment to the mission and values of Mental Health America of California and the California Youth Empowerment Network

Desirable Qualifications:

- 2-3 Years of Experience working with TAY
- Applicants from historically marginalized groups and individuals with lived experience of behavioral health challenges are encouraged to apply
- Awareness and understanding of behavioral health policies and resources
- Experience working in a fast-paced environment in government or non-profit setting
- Strong computer/technical skills; web and graphic design skills a huge plus
- Bachelor's degree preferred, but not required

How to Apply:

Please **submit the following to HR@mhac.org with “CAYEN EYC”** in the subject line.

- Cover letter

- Resume
- Minimum one-page writing sample