



<b>POSITION TITLE:</b>	<b>Bilingual Cultural Equity &amp; Support Coordinator</b>
<b>POSITION STATUS:</b>	<b>Part-time</b>
<b>DURATION:</b>	<b>9 Months minimum</b>
<b>REPORTS TO:</b>	<b>PAL Program Manager and Executive Director</b>
<b>COMPENSATION:</b>	<b>\$20/hour</b>
<b>HOURS:</b>	<b>15 hours/week</b>
<b>BENEFITS:</b>	<b>None unless hours increase</b>
<b>APPLY BY:</b>	<b>July 7, 2021</b>

### **AGENCY DESCRIPTION**

The California Association of Mental Health Peer Run Organizations (CAMHPRO) is a nonprofit statewide organization consisting of local consumer-run organizations/programs reaching thousands of mental health consumers who participate in these programs and individual consumers. CAMHPRO's mission is to transform communities and the behavioral health care system throughout California to empower, support, and uphold the rights of consumers, eliminate stigma, and advance self-determination for all those affected by mental health issues.

### **ESSENTIAL JOB FUNCTIONS, DUTIES AND RESPONSIBILITIES**

The Bilingual Cultural Equity & Support Coordinator is primarily responsible for activities of CAMHPRO's Peer Action League (PAL) Cultural Health Equity Committee, as well as some English-Spanish translation and other general administrative support duties.

- I. Monthly Online Cultural Racial Ethnic Equity Committee coordination
  - a. Schedule and facilitate online meetings, prepare agendas, mass correspondence, reports and minutes; conduct research and investigations related to committee issues.
  - b. Develop and maintain relationships with CAMHPRO and Peer Action League (PAL) members to generate participation in committee work and seek subject matter expertise.
  - c. Maintain updated knowledge of State current affairs, on behavioral health disparities, health access, and social justice policies affecting racially, ethnically, and culturally diverse groups.
  - d. Eventual application to, and membership on a State Advisory Board or Committee regarding multi-cultural issues.
  - e. Outreach and engagement of diverse peers: racially, ethnically, culturally, by gender, by sexual orientation, by age group, etc.
  - f. Draft translations of materials from English to Spanish as needed.
- II. Administrative Support as Needed to CAMHPRO's PAL Program Manager and Executive Director

### **REQUIRED QUALIFICATIONS FOR POSITION**

1. Bilingual in English and Spanish, verbally and in writing.
2. Commitment to the mission, vision and values of recovery and CAMHPRO.



2. Personal identification with at least one racially, ethnically, culturally or LGTBQ groups.
3. Experience in, and knowledge of the behavioral health consumer movement.
5. Lived experience of personal behavioral health condition(s).
6. High School Diploma or equivalent.
7. Six months work/volunteer experience at the community level.
7. Administrative experience.
8. Reliable phone, computer, and internet connection.

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

1. Excellent communication and interpersonal skills.
2. Some experience in English to written Spanish translation.
2. Strong computer and virtual communication skills.
3. Demonstrated time-management and organizational skills.
4. Political judgment and diplomacy.
5. Ability to travel within the region lived in.

Note: Qualified individuals may live anywhere within the State of California. The job will be performed remotely, primarily. This position could develop into a permanent position with more hours and benefits with CAMHPRO.

**Due Date July 7, 2021: Please email Cover, Resume and Sample English-Spanish translation in an email to Karin Lettau, [klettau7@gmail.com](mailto:klettau7@gmail.com)**

*CAMHPRO is an equal opportunity employer and encourages people with disabilities to apply for positions.*