



County Health Executives Association of California (CHEAC) Workforce Development and Member Services Coordinator

Job Description

The Workforce Development and Member Services Coordinator is responsible for planning, coordinating, and implementing all aspects of member education, supports, and services for the County Health Executives Association of California (CHEAC). The position reports to the CHEAC Executive Director.

Duties

Work with the Executive Director to develop and implement educational and training opportunities for CHEAC Members and local health department leadership and staff.

Serve as a liaison to CHEAC Members on workforce development, education and training, and member services matters.

Oversee and administer the CHEAC Training Center, including coordinating course offerings and managing enrollment, in service to CHEAC Members and local health department personnel.

In collaboration with CHEAC Staff, anticipate and identify additional areas and opportunities for CHEAC Member professional growth and development.

Convene and coordinate CHEAC workgroups related to workforce development and/or member support services (e.g., CHEAC Workforce Development Workgroup).

Develop and maintain CHEAC Member records (e.g., Member Forms, CHEAC Directory) and support resources (e.g., new member orientation).

Plan, organize, and oversee membership meetings, training opportunities, and other CHEAC events.

Serve as lead organizer for the CHEAC Annual Meeting (CHEAC's multi-day annual conference), including working with event venues and identifying and securing speakers/presenters.

Distinguishing Characteristics

This position operates under the guidance of the Executive Director. Incumbent does not perform supervisory responsibilities over staff.

Minimum Requirements

Bachelor's degree in business administration, public administration, public health, health and human services, or other relevant field and at least two years of demonstrated experience. An equivalent combination of experience and education sufficient to successfully perform the essential duties of the job may be considered qualifying. Experience in association management preferred.

Skill Required

- Highly skilled in organizing, coordinating, and implementing strategic organizational services and supports.
- Strong knowledge of workforce development initiatives and educational and training opportunities.
- Excellent ability to manage competing demands and prioritize organizational tasks.
- Skill in facilitating effective meetings and events.
- Strong interpersonal skills with the ability to establish and foster effective working relationships with internal and external individuals and stakeholders.
- Excellent written and verbal communications skills.
- Skill in computer applications, including Microsoft Word, Outlook, PowerPoint, and learning management software.
- Ability to thrive in a dynamic, fast-paced work environment.

Compensation

Salary commensurate with skill and experience, plus a comprehensive benefit package.

How to Apply

To apply, please submit your resume, cover letter, and references to admin@cheac.org.

About CHEAC

CHEAC is a statewide organization of county and city health department and agency directors, who are responsible for the administration, oversight, and delivery of a broad range of local public health and indigent health care services. To learn more about CHEAC, please visit our website: www.cheac.org