



Title: Health Programs Coordinator

Division: California State Office (Los Angeles)

Date: January 2012

Mission of Children's Defense Fund:

The Children's Defense Fund Leave No Child Behind® mission is to ensure every child a *Healthy Start*, a *Head Start*, a *Fair Start*, a *Safe Start* and a *Moral Start* in life and successful passage to adulthood with the help of caring families and communities.

CDF provides a strong, effective and independent voice for all the children of the United States who cannot vote, lobby or speak for themselves. We pay particular attention to the needs of poor and minority children and those with disabilities. CDF educates the nation about the needs of children and encourages preventive investments before they get sick, drop out of school, get into trouble or suffer family breakdown.

CDF began in 1973 and is a private, nonprofit organization supported by foundation and corporate grants and individual donations.

Children's Defense Fund works to inform, mobilize and maintain a well-trained and informed network of state and local children's advocates. Long-lasting improvements in the health of our children will only materialize through sustained advocacy, education and outreach partnerships at the community, local, state and national levels.

Position Summary:

The Health Programs Coordinator will coordinate the Children's Health Insurance Enrollment Project, a partnership between the Children's Defense Fund, the American Association of School Administrators and three school districts in Southern California. The goals of this project are to increase the capacity of school districts to systematically incorporate child health outreach and enrollment into routine school district operations so that uninsured children can be identified and linked with health coverage. This primary duty of this position will be to provide technical support to the school districts as they implement this project.

In addition, the health programs manager will work with other CDF staff on the 100% Campaign, our coalition devoted to ensuring health insurance for all children in California.

The position involves frequent travel in Los Angeles County and San Diego County and some travel to Oakland, Washington, DC and Clinton, TN.

Core Responsibilities:

- Oversee Children's Health Insurance Enrollment Project.
- Enroll uninsured but eligible children in the identified school districts into health care programs, as needed
- Serve as the CDF liaison in the communities and the schools.
- Support the 100% Campaign/Children's Health Coalition policy, communications and outreach work
- Take on other responsibilities as deemed necessary by the Northern California Director.

Qualifications:

- Commitment to CDF's vision, including demonstrated commitment to improving the lives of children and/or low-income individuals.
- Extensive knowledge of and experience with the California health care system, including the Medi-Cal and Healthy Families programs.
- Strong leadership skills and ability to take initiative.
- Strong public speaking and writing skills, as well as interpersonal skills.
- Ability to organize workflow, keeps diligent files, meet frequent deadlines and manage multiple tasks simultaneously.
- Ability to communicate with and work effectively with a wide range of CDF colleagues, the media and the public.
- Ability to draft compelling press releases, online recruitment and recruit and manage press contacts.
- Ability and willingness to travel throughout LA and San Diego Counties, and occasionally to Oakland, Washington D.C. and Clinton, TN.
- Undergraduate degree or three to five years of community organizing experience acceptable.
- CAA certification a plus.
- Spanish-speaking a plus.

Salary:

Commensurate with experience, plus generous benefits package

Commitment:

This grant funded position will last from January 1, 2012 until September 30, 2013, with potential extension.

Send resume and cover letter via email with the subject "Health Programs Coordinator" to:

Jamila Iris Edwards
Northern California Director
cdfoakland@childrensdefense.org

NO PHONE CALLS PLEASE

THE CHILDREN'S DEFENSE FUND IS AN EQUAL OPPORTUNITY EMPLOYER